For Official use only

GENERAL ELECTIONS TO HOUSE OF PEOPLE

MODEL CHECK LIST
FOR
RETURNING OFFICERS
AND
ASSISTANT RETURNING OFFICERS

2009

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi - 110 001

A Check list for Returning Officers/Assistant Returning Officers in connection with Conduct of Elections for House of People

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Part-1 Preliminary

1.1 General Duty of RO/ARO –

(i) RO (Sec. 24 of RP Act 1951) - To do all such Acts and things as may be necessary for effectively conducting the elections - over all supervision on election process.

(ii) Assistant RO (Sec. 22 & 23 of RP Act 1951) – ARO, subject to control of RO, competent to perform the functions of the RO. However scrutiny of nominations not to be done by ARO unless the RO is unavoidably prevented from performing the scrutiny.

1.2 Reading Material –

(i) Constitution of India (relevant provisions)

(ii) RP Act, 1951

(iii) Parliament (Removal of Disqualification) Act, 1959.

(iv) IPC, 1860 (relevant provisions)

(v) Conduct of Election Rules, 1961

(vi) RO's Hand Book

(vii) Presiding Officer's Hand Book

(viii) Manual for EVM operations

(ix) Instructions of ECI

(x) Model Code of Conduct (Booklet of ECI)

1.3 Special Features of Elections to House of People –

(i) Photo Electoral Rolls

(ii) Different color coding for statutory and non-statutory envelops

(iii) Help lines

(iv) Mock poll certification

(v) Photo ID to be given to Poll personnel

(vi) Polling agent must be voter of same PS having EPIC

(vii) Voter Assistance Booth & alphabetical roll locator

(viii) New system of Micro Observers

(ix) New counting system - GOI officials to be appointed as Addl. Counting Staff at each counting table - Random selection of counting officials. Allocation of AC and counting table at 6:00 AM on counting day. - Observer to verify each round of every table.

(x) Identification of critical polling stations

(xi) Election management through Sector Officers (SO) - He will subsequently be Zonal Magistrate for 10-12 polling locations

(xii) Specific report formats for Observer, SO, MO & PrO

(xiii) Ensure Vulnerable mapping with assistance of sector officers and police officers - steps

(xiv) Formation of polling parties - GOI staff need not be deployed - No inter district shifting

(xv) GOI officials as Micro Observers and additional counting staff

(xvi) Referral sheets of images to be given to polling parties with working copy of PER

(xvii) Videography - Unedited video cassette/CD to be given to Observer on very same evening along with certificate.

(xviii) At identified /Critical PSs inside photography to be done - Face of every elector to be captured in same sequence of Register of Voters. (Form 17A)

(xix) Scrutiny of register 17A and other documents where poll % exceeds certain level.

(xx) "Visit Sheet" to be maintained at all polling stations.

(xxi) Three round of training to polling parties.

(xxii) Absentee/Shifted/Dead voters list to be prepared for the use of polling party.

(xxiii) EVM randonization

Part-2 Preparation of working copies of electoral rolls

2.1 Preparation of working copies (ECI No. 22/2/2006 PLN-II dt. 24.3.2006, No. 22/2/2007 ERS dt. 06.11.2007 and No. 22/2/2008 PLN-II dt. 8.8.2008) -

At ERO Level -

(i) There shall be one integrated draft roll (reprinted at the time of publication) one supplement of final publication and another supplement of continuous updation.

(ii) The basic mother roll (integrated draft roll) shall remain same as was published in draft except in following 4 manners :-

(a) The word "D E L E T E D" shall be superimposed diagonally (computer generated) on the elector detail box to indicate that the entry has been deleted in the Supplement. - In the Supplement, the alphabets, 'E' 'S' 'Q' 'R' or 'M' shall be pre fixed against Sr. No. of each deleted entry to denote the reason for deletion.

(b) A hash (#) sign shall be prefixed before Sr. No. of the entry corrected to indicate that the entry has been corrected in the supplement but no correction actually should be carried out in the draft (mother) roll.

(c) Photographs of electors corrected in the supplement will not be added/ changed/corrected. However, in the space provided for photograph, the words "**Photo as in Correction List**" in bold should be printed. - In case the existing photograph was wrong these words should be stamped/ imprinted over an existing photograph.

(d) Where the photo in draft roll is wrong and correct is not captured before final publication in such case "photo deleted" may be standby in printed or the wrong photo in mother roll and a # sign affixed to indicate the change in Supl.I. In the Supplementary-I against the space for image, there should be no image and words "Photo Deleted" should be inscribed.

(iii) ERO shall supply one authenticated copy of complete roll alongwith PDF version to the DEO and the RO in a sealed cover.

(iv) ERO shall give a few more copies and a CD of the roll in a printable form to the DEO/RO for making copies required for use in election.

At ARO (Who is ERO also) Level -

(i) RO to reflect all the deletions and corrections, if any, appearing in Supplements.

(ii) At Supplement 1 stage (of final publication) the roll is computer generated and all deletions/corrections are software generated.

(iii) Deletions in Supplement 2 (continuous updation) shall be marked by hand through a rubber stamp **D E L E T E D** with 'E', 'S', 'R', 'Q' or 'M' written with red ink to indicate the reason. (E = Expired, S = Shifted, R = Repeated, Q = Disqualified, M = Missing)

(iv) All corrections in Supplement 2 shall be indicated by putting a hash sign (#) **by hand through rubber stamp in red ink** on the entry corrected just after the name of elector.

(v) In case of corrections/additions of a photograph, the photo box in the mother roll should be made through rubber stamp in red ink "Photo as in correction list".

(vi) The official entrusted to reflect the deletions/corrections of supplements should put his signatures on each page of part of the roll.

(vii) Maintenance of a register by RO showing names and designation of officials who carried out deletions and corrections of Supplement No. 2. - Not more than 4 officials per AC.

(viii) In case of Auxiliary PSs Two copies of roll of that part - Non relevant pages / part of page to be deleted by putting cross (×) marked by hand with ink – Official should put his full signature also.

(ix) Entries relating to EDC and PB in working copy.

(x) Working copies should be completed 2 days before dispatch of polling parties.

2.2 Classified Service Voters (R. 27P & 49F of CE Rules, Para 16 of Ch. X of RO Handbook and ECI No. 3/1/2003 JS-II dt. 23.9.2003 and No. 22/2/06 PLN-II dt. 24.3.2006) –

(i) List of CSVs shall also be supplied to the candidates of recognized parties

(ii) PS wise sub list of CSVs and proxy to be added to the end of relevant part of roll

(iii) One copy of list of CSVs for entire constituency to be forwarded to DEO in a sealed cover.

2.3 Authentication of working copies (ECI No. 22/2/2006 PLN-II dt. 24.3.2006; No. 22/2/2007 ERS dt. 06.11.2007 and No. 22/2/2008 PLN-II dt. 8.8.2008) –

(i) Certificate by RO/ARO (ink signed) in prescribed format to be attached on top of one copy to be used as marked copy - In case of auxiliary polling stations S.Nos. of voters also to be indicated clearly in the aforesaid certificate.

(ii) Total number of deletions and corrections, both in words and figures be also indicated in the certificate.

2.4 Supply of working copies of rolls to candidates of recognized parties (R. 85D of CE Rules, 1961, ECI No. 3/1/2003 JS-II dt. 13.11.2003; No. 22/2/07 - ERS dt. 06.11.2007 and No. 22/2/2008 PLN-II dt. 8.8.2008) –

(i) Complete set of roll, free of cost, to be supplied.
(ii) Working copies of rolls and the copies of rolls supplied to such party candidates should be identical.
(iii) Computer generated electoral roll at Supplement 1 stage carrying all deletions/ corrections, alongwith Supplement 2 shall be given to such party candidates.
(iv) They may be asked in writing to carry out corrections / deletions in Supplement No. 2 by hand.
(v) List of CSVs also to be supplied to such candidates.

2.5 Supply of working copies (including sub list of CSVs) for use of PrO etc., (ECI No. 22/2/2006 PLN-II dt. 24.3.06 and No. 22/2/2007 ERS dt. 06.11.2007) –

(i) Polling party - 4 sets: - after all the PBs/EDCs are issued - marked copy i.e. master copy in sealed cover.
(ii) DEO - 1 set (sealed copy along with PDF version)
(iii) RO - 1 set (with PDF version)
(iv) Sector Officer - 1 set

2.6 Referral sheets of images (ECI No. 22/2/2006 PLN-II dt. 24.3.2006 & No. 22/2/2007 ERS dt. 06.11.2007) -

Referral image sheets be prepared and distributed after reprinting of roll and which are not reflected in the roll, shall be given to PrO.

2.7 Electoral roll in alphabetical order (ECI No. 23/Locator/2007 ERS dt. 05.11.2007) -

(i) Part wise roll in alphabetical order, preferably in English for use of "Voter Assistance Booth"
(ii) Such booth to be established only in premises where three or more PSs situated.
(iii) At other locations roll in alphabetical order will be used by PrO in addition to working copy.

2.8 List of Absentee voters -

(i) RO to prepare PS wise list of Absentee voters in the roll, both with family and without family linkage.
(ii) The list will be used for identification of critical polling stations.

Part-3 Electronic Voting Machines

Reference —

- R. 49A, 49B of CE Rules 1961, Ch. XII of RO Hand Book,
- ECI's No.464/OBS/EVM/2007/PLN-IV dated 12.10.2007,
- ECI's No. 51/8/7/2007 PLN-IV dated 12-10-2007,
- ECI's No. 51/8/16/4/2007/PLN-IV dated 12-10-07
- ECI's No. 51/8/2008 - EMS (INST-1) dt. 11.8.2008
- ECI's No. 51/08/16/4/2008-PLN-IV(EMS) dated 28.8.2008;
- ECI's No. 51/8/16/4/2009/EMS dt. 16.1.2009

3.1 Availability -

(i) Requirement and availability of EVMs be assessed

(ii) Adequate reserve per AC.

(iii) Reassessment of BUs if the number of contesting candidates becomes more than 16.

3.2 Checking -

(i) "First Level Checking" of each and every EVM be done by authorized engineers of BEL/Authorized company at district HQ - DEO shall nominate a Nodal Officer.

(ii) All switches be checked in the presence of representative of DEO.

(iii) All EVMs be tested with dummy votes for each candidate and at every location - At least 1% EVM will be tested with 50 dummy votes.

(iv) A sticker duly signed with date by engineer and representative of DEO may be pasted on back side of BU and CU - The unique Machine No. and District's running serial No. (to be allotted after this checking) will be indicated in the sticker.

(v) Defective EVMs should be kept separately for follow up action for rectification of defect.

(vi) DEOs to ensure that all prepared EVMs have new batteries.

3.3. Randomisation of EVMs -

(i) A database of CUs and BUs verified and certified will be prepared.

(ii) Database will contain details of CUs and BUs indicating machine number.

(iii) CUs and BUs so verified shall be kept under proper lock and key.

3.3(A) Zero randomisation -

(i) Before first randomisation of EVMs all first level checked EVMs at DEO level to be randomized. EVMs for training and for use in poll process to be segregated.

(ii) CUs and BUs so segregated for training purpose shall be distributed AC segment/AC constituency wise - A sticker of RED color shall be affixed at front side of CUs/BUs.

(iii) EVMs so selected for training purpose shall be kept separately under lock and key and these machines shall not be used in polling process.

(iv) List of CUs and BUs so selected for training purpose shall be prepared and signed by DEO's representative shall be given to representatives of recognize polling parties and a receipt be obtained.

3.3(B) First randomisation -

(i) CUs/BUs as per requirement of poll including reserve will be selected by grouping for distribution to AC segments.

(ii) Randomization in presence of representatives of recognized political parties.

3.4 Allocation of ID -

(i) After AC segment wise grouping of CUs/BUs a current ID shall be assigned to each CU/BU and will be indicated in the sticker. For example - If AC No. 56 is allotted 280 CUs and BUs the current ID for CUs would be from "56/CU/001" to "56/CU/280" & the current ID for BUs would be from "56/BU/001" to "56/BU/280".

3.5 Distribution of List and EVM to RO/ARO -

(i) Randomized list of CUs and BUs for use at poll shall be prepared and signed by DEO's representatives and the RO/ARO - This list shall be given to representatives of recognized political parties and a receipt be obtained, even if a representative is not present at the time of randomization.

(ii) The CUs/BUs meant for use at poll be separately taken to ROs strong room under proper escort and will be sealed and guarded - At the time of sealing the strong room, the representatives of political parties may be permitted to affix their seals.

(iii) Proper logbook shall be maintained in the strong room.

(iv) Training EVMs shall be distributed to the relevant officers.

3.6 Preparation of EVMs by RO/ARO —

(i) Preparation of EVMs by RO - In the presence of Observer and candidates/ their representatives.
   (a) Fixing ballot on BU
   (b) Installation of new batteries and setting of candidates
   (c) Sealing of candidate section

(ii) PS wise pair of CU and BU will be kept together by taking them.

(iii) During preparation of EVMs the **Second randomization** of CUs/BUs be done to allot the CU/BU to specific PS - Allotted PS number will be indicated in the sticker - Remaining CUs/BUs shall be kept as reserved and "R" shall be written in the sticker of such reserve CU/BU

(iv) In case the assembly segment of PC is not in the same district, the preparation of EVMs be done by the ARO - In such case EVMs for that assembly segment will be used out of the stock of that particular district.

(v) Mock poll cum result verification will be done at this stage for satisfaction about functioning of the EVM - At least 10% EVM pairs should be tested by RO/ARO.

(vi) PS wise list indicating the current ID and machine number of CU/BU allotted to each PS will be prepared by RO/ARO - Separate list for reserve CUs/BUs shall also be prepared - Both lists duly signed by RO/ARO shall be given to candidates/agents obtaining their signatures.

(vii) Address tags - Current ID No. shall be indicated - Reserve status shall also be indicated.

(viii) Prepared EVMs to be kept under double lock of respective storage room of AC segment - Candidates / agents permitted to affix their seals on lock of strong room.

(ix) After preparing EVMs list of deployed EVM and reserve EVMs be prepared. In case of replacement record be maintained.

(x) A master register for all prepared EVMs indicating use the EVMs, reserved EVMs, replaced EVMs and defective EVMs to be maintained in the format given in RO Hand book.

3.7 Distribution of EVMs to polling parties -

(i) In case transportation of EVMs to dispersal centers, Observers and candidates be informed of movement plan. Armed security of at least a section strength be posted at dispersal centers.

(ii) Distribution plan of EVMs will be closely monitored by Observers.

(iii) PrOs shall be advised to compare the machine number and the adhesive sticker and also verify the PS number indicated on the sticker compared with PS number mentioned in the address tag.

3.8 Safe custody of polled EVM -

(i) After poll, two tier security for strong rooms - Outer of SAP, inner of CPF/ SAP.

(ii) Necessary fire fighting equipments around all strong rooms.

(iii) Candidates, the election agents or authorised persons be permitted to affix their seals on the doors and windows of the storage place and they/agents may keep a watch from a considerable distance.

(iv) RO shall paste EVM deployment account indicating the CU numbers of EVM used PS wise in the counting hall.

(v) ECI's Instructions - DEOs / SPs are responsible for any lapse in arrangements and security of EVMs.

(vi) **In case of re-poll** - A tag "Not to be counted" shall be put prominently on the old EVM and another tag "Re-poll EVM - to be counted" shall be put on the new re-poll EVM - Tags should be duly signed by RO.

3.9 Videography of Events -

(i) All the stages beginning from first level checking should be fully covered with videography and records kept properly.

Part-4 General Arrangements

4.1 Keep Election Manual, RO hand book, PrO hand book, set of ECI's directions, CEO's directions etc.

4.2 Keep latest list of disqualified persons.

4.3 Keep updated list of reserved symbols and free symbols and their facsimiles.

4.4 Availability of forms – regarding nominations and subsequent stages - Keep also sufficient copies of directions of ECI which are to be given to candidates.

4.5 Control room arrangements and complaint monitoring system.

4.6 Videography / MCC team, comprising civil and police officers and videographer - Illustrative list of Critical events is as under -

(i) Violent incidents, damaging of property, looting, arson, brandishing of arms etc.
(ii) Booth capturing.
(iii) Intimidation of voters
(iv) Inducement/ bribing of voters by distribution of items like saree, dhoti, blankets etc.
(v) Canvassing within 100 meters of polling stations.
(vi) Vulgar display of expenditure like huge cutouts etc.
(vii) Movement and activities of candidates with doubtful / criminal records
(viii) Hypersensitive & sensitive polling stations
(ix) Riots or riotous situations or commotions brick batting, free-for-all etc.
(x) Meeting addressed/attended by Ministers, top National/ State level leaders of recognized parties.
(xi) Important events such as nomination, scrutiny and withdrawal of candidatures.
(xii) Preparation of EVMs by ROs
(xiii) Closure of strong room after deposit of EVMs therein
(xiv) Opening of strong rooms before taking out the EVMs for counting process.
(xv) Counting process.

4.7 Constituency map indicating sectors, polling locations etc.

4.8 Route chart for PSs - To be plotted on constituency map also.

4.9 Meeting with representatives of political parties / candidates at following stages –

(a) At the time of draft publication of the rolls
(b) Before the final publication of the rolls
(c) Preparation of lists of polling stations and
(d) To be organized at frequent intervals during conduct of elections.

4.10 Physical verification of PSs - proposal of modifications, if needed, be sent to DEO - ***Format-A*** for inspection of PSs is annexed to this part.

4.11 Arrangements at PSs, viz water, shade, furniture, ramps etc.

4.12 Copies of list of contesting candidates to be printed for displaying at PS cases also.

4.13 Specimen signatures of candidates and election agents - to be supplied to PrO.

4.14 Preparing and sending data in prescribed formats - list of formats is given at the end of this part.

Format-"A"

Format for Inspection of Polling Stations

S.No.	No & name of Polling Station	Name of Building	Particulars of the Building (Govt./Semi Govt./ Private)	No Of Voters in Polling Station	Mention, if the Polling Station is situated in the religious place, Police Station, Hospital	Physical Condition of the Polling Station.	If Polling Station is damaged, is there any appropriate building near by, mention name.	Whether area of Polling Station is minimum 20 sq./m or not.
1	2	3	4	5	6	7	8	9

Mention, if there is more than one Polling Station in the building,	Condition of approach road for the Polling station.(Distance in km if P.S. is to be covered on foot.)	Appropriate proposal if auxiliary Polling Station is to be established	Whether these facilities are available in the Polling Station or not						Whether permanent Ramp is available or not	Remark (If any section)
			Drinking Water	Toilet	Shed	Light	Furniture	Exit door		
10	11	12	13	14	15	16	17	18	19	20

List of Statistical Informations

Description	Format Name
Polling Station wise elector information (Gender Ratio)- Current Electoral Rolls.	1A
AC wise elector information (Gender Ratio).	1B
Polling Station wise elector information (Elector Population Ratio)-Current Electoral Rolls.	2A
AC wise elector information (Elector Population Ratio).	2B
District Age Cohort wise Elector Information.	3B
Polling Station wise information on inclusion and Deletions in current Electoral Rolls.	4A
AC wise information on inclusion and Deletions in current Electoral Rolls.	4B
Polling Station wise information on EPIC and Photo Coverage in Current Electoral Rolls.	5A
AC wise information on EPIC & Photo Coverage in Current Electoral Rolls.	5B
Photo Coverage in Current Roll.	5C
EPIC Coverage in Current Roll.	5D
Polling Station Location (PSL) Details.	6
Constituency wise Information on migrated Electors.	7A
Constituency wise Information on migrated Electors.	7B
Information on Service Voters.	8
Link Table of Newly Delimited ACs (and Polling Station) with Pre-Delimited ACs (and Polling Station).	9

Other Informations /Reports :

(a) Related to Electoral Roll.
(b) Report regarding publication of draft electoral roll.
(c) Report of final publication of Electoral roll.
(d) Statistical information related to electoral roll.
  (i) Information related to Addition, deletion, modification.
  (ii) Details of applications of Addition/Deletion.
  (iii) Information relating to addition and deletion.

(iv) Information relating to service voters and general voters in the finally published electoral roll.
(v) Information related to number of EPIC voters after the final publication electoral roll.

(e) Information related to Polling Stations.
(f) Information related to Publication of draft list of Polling Stations. (After delimitation and as per directions of commission.)
(g) Information related to publication of final list of Polling Stations. (After Delimitation and as per direction of commission).
(h) Proposal relating to modification of the Polling stations.

Nomination :

(a) Information relating to the issue of public notice of election by the RO.
(b) Daily information of nominated candidates.
(c) Information relating to the validly nominated candidates (In alphabetical order)
(d) Information relating to report of result of uncontested Election.
(e) Information relating to list of contesting candidates.

Polling Personnel:

(a) OK report of all the Polling parties of the AC/District reaching the Polling Stations.
(b) OK report of all the Polling parties of the AC/District returning to reception center.

Counting center :

Sending report to the commission for approval of counting center. (with strong room.)

Poll Day :

(a) Information relating to conduct of mock Polling all the Polling stations of AC/District.
(b) Issuance of certificated of mock Poll by the PrO. and Collection of these certificate by Zonal /Sector Officers.
(c) Information related to commencement of Poll.
(d) Information related to Poll.
Ist Report – At 1 P.M.
IInd Report At 7 P.M.
IIIrd Report At 7 A.M. (Next day of Poll.) Male/Female
(e) Information relating to % at 9 A.M., 11 AM, 1PM, 3 PM and 5 PM on Poll day.
(f) Information relating to EPIC Voter turnout on 7 PM of Poll day.

(g) During the course of polling, the RO will maintain a separate register to identify such polling stations and even before the arrival of the polling party at the reception centre a hoarding or a notice board indicating number and details of the polling stations that would be handled at the special counter should be put up.

On Day of counting :

(a) Information relating to round wise report of result. (Annexure for tabulating trend/ result.)

(b) Information relating on line Genesis report.

(c) Information relating to result in

Declaration of result of Election Form 21 C/D	4 Copies.	Immediately after the declaration of result
Return of Election Form 21E	4 Copies.	Immediately after the
Index Card	3 Copies.	Within 3 days.
Form 20 (Final Result Sheet)	4 Copies.	Within 3 days.
RO Report	4 Copies.	Immediately after election.
Check list	4 Copies.	Immediately after election.
Cancelled ballot paper	2 Copies.	Immediately after election.
Check Memo	2 Copies.	Within 8 Days
Receipt of Certificate from winning candidate.	2 Copies.	After issuing certificate (Form 22) to winning candidate.
Information relating to executive summary of election.		

After Counting :

(a) Sealing and storage of polled EVMs as per ECI guidelines.
Returning secret seal as per ECI guidelines.

Part-5 Nominations

5.1 Public Notice (Sec. 31 of RP Act 1951 and R. 3 of CE Rules 61) —

(i) Public Notice in Form-1 – to be published on the day of notification of election (u/s 14 and 30)

(ii) In official language of the State and English- both.

(iii) To be published on the notice boards of RO, Panchayat Samiti and Tehsil, PSs etc.

(iv) Normally one ARO should be specified in Form-1 who will also receive nominations, and he should, as far as possible, be the one stationed at RO's headquarters.

5.2 Presentations of Nominations Papers (Sec.8,32.33,33A of RP Act, 1951 and R.4, 4A of CE Rules, 1961; Ch-V of RO Hand Book, ECI's order no. 3/ER/2003/J.S.II dated 27-3-2003, and No. 3/ER/2004/J.S.II dt. 9.3.04).

(i) Nominations paper must be in Form 2-A.

(ii) May be presented on the day of public notice or any of the seven days following that day unless any of these days is a **public holiday.**

(iii) Every holiday for Government offices is not to be treated as 'public holiday', unless that is declared under N.I. Act, 1881 as 'public holiday'.

(iv) ARO should sign as "Assistant Returning Officer" and not "for Returning Officer".

(v) Copies of ECI's order dt. 27.3.2003 and its Annex.-1 (format of affidavit) as revised vide order dt. 9.3.04 be supplied to the intending candidates as and when they are supplied form of nomination paper.

(vi) Either RO or ARO must be present for nominations but on the last day of nomination the RO himself (not ARO alone) should be present.

(vii) Nomination papers shall be presented **by candidate personally** or **by proposer at the place specified** and at no other place.

(viii) Time of presentation - between 11:00 A.M. and 3:00 P.M. If some intending candidates or proposers are physically present in the office at 3:00 PM their nominations should be treated as presented at 3:00 P.M.

(ix) A maximum of 4 nomination papers of candidate be accepted.

(x) Two affidavits, (one in **Form 26** and other in format provided in **Annex.-1** of Commission's order) are also required along with nomination paper.

(xi) The RO shall display one copy of the **affidavits on the notice board** of his office. Daily copy to CEO office.

(xii) Only 4 persons can enter in the office of RO other than the candidate.

(xiii) In nomination paper the age no column should be left blank

5.3 Preliminary examination of nomination papers (Sec.33 of RP Act, 1951, Ch-V of RO Hand book) –

a. Nomination paper should be examined then and there by RO/ARO from technical point of view, however no formal scrutiny be made at this stage.

b. Entries in electoral rolls should be compared.

c. Give written memo to candidate if he is an elector from another AC and does not produce certified copy of roll of the relevant part or a certified copy of relevant entries.

5.4 Proposer (Sec.33 of RP Act, 1951; Ch. V of R.O. Handbook) –

(i) Any proposer can present nomination paper duly signed by candidate.

(ii) One proposer - in case of a candidate set up by a National recognized party or State recognized party in the State. In case of other candidates ten proposers.

(iii) If a State party recognised in other State (but **not recognised in this state**) is granted concession for using its reserved symbol, the nomination of that candidate will also be required to be prescribed by **ten proposers**.

(iv) Proposer should be an elector from the same constituency.

(v) Proposer's can propose more than one nomination papers of the same candidate or different candidates.

5.5 Acknowledgement of nomination papers (Sec. 33 and 35 of RP Act, 51; Ch.V of RO Hand book) –

a. Give serial number on each nomination paper and enter the date and time also.

b. Nomination papers in bunch may be assigned serial numbers in the order in which they are dealt with.

c. Acknowledgement duly filled up be given for each nomination paper.

d. Each nomination paper be entered by RO and ARO in one and same register.

e. Give notice indicating the time, place and date of scrutiny and allotment of symbols.

5.6 Oath or affirmation (Art. 173 of the Constitution; Para 21 to 24 of Ch. V of RO Hand book) –

(i) Oath or affirmation in prescribed form (Ann. XV of RO Hand book) is must.

(ii) The oath/affirmation by candidate only after his nomination and before the date of scrutiny. It can not be made / subscribed on the day of scrutiny.

(iii) Advise the candidate to make the oath/ affirmation immediately after presenting nomination papers - If he does not make it, give him a written memo as given in para 24 of Ch. V of RO Hand book.

(iv) RO and certain other persons are authorized to administer oath or affirmation.

(v) Not necessary to make oath/ affirmation more than once if a candidate is nominated from more than one constituency.

(vi) After making oath/ affirmation a certificate, in this regard, will be given to the candidate.

5.7 Furnishing of two Affidavits Annexure-1 of ECI order dated 27-3-2003 as revised on 09.03.2004 and form no. 26 (Section 33A of RP Act, 1951 R. 4A of CE Rules 1961, ECI No. 3/ER/2003/JS-II dated 27.3.2003; and No. 3/ER/2004/J.S.II dt 9.3.04; CH-V of RO Hand book) –

a. Every candidate at the time of filing his nomination paper, shall furnish two affidavits one in Form No. 26 and other in Annexure I of ECI's order dt. 27.3.03 (as revised) and shall give full and complete information.

b. The affidavits should be duly sworn before a magistrate of Ist Class or a Notary or a Commissioner of Oaths appointed by the High Court - No information in the affidavit to be left blank.

c. Format of both affidavits should be delivered to every candidate as part of the nomination paper.

d. If the affidavits are not filed along with nomination paper, a written memo to be given to candidate/ proposer at the time of nomination - Affidavits can be filed separately by 3.00 PM of the last day of nominations.

5.8 Memo and register regarding election expenses (Sec.77, 78 of RP Act, 1951 and Para 32 of Ch. V of RO Hand Book) -

(i) A written memo inviting attention towards legal provisions should be given to candidate at the time of nomination.

(ii) A register in standard proforma along with form of abstract and affidavit shall be given to the candidate/ authorised agent at the time of nomination.

(iii) Each such register will be duly numbered and authenticated by DEO.

(iv) Acknowledgement (as given in model form) be obtained. It should be sent to DEO within one week from last date of withdrawals.

5.9 Attention towards provisions relating to printing of posters etc. and instructions of Commission (Sec. 127A of RP Act, 1951 and Commission's order dated 2.9.94; and P. 33 of Ch.V of RO Hand Book.) -

The copy of order date 2.9.94 of ECI may be given to the candidate / his authorised agent at the time of nomination and receipt thereof be taken.

5.10 Notice of nominations (Sec.35 of RP Act, 1951 and R. 7 of CE Rules, 1961) -

(i) After 3.00 PM on each day a notice of the nomination papers presented on that day in form 3-A published on your notice board ARO should also do the same in respect of the nomination papers presented before him.

(ii) In case more than one nomination papers by a candidate, notice must be given for all of them.

(iii) Daily intimation to CEO and DEO is must.

5.11 Security Deposits (Sec.34, 55 of RP Act, 1951 and P.-27 of Ch-V of RO Hand Book) -

(i) A receipt of the deposit should be attached with the first nomination paper.

(ii) Sum may be deposited in cash with RO or in RBI or a Govt. Treasury under prescribed head.

(iii) One deposit sufficient for each constituency.

(iv) Separate deposit for different constituency.

(v) Security deposit required for a candidate of general category is Rs. 10000/- and in respect of SC/ST candidate only half of the amount, i.e. Rs. 5000/- even in a general seat - RO must satisfy himself that he is a member of SC/ST.

5.12 Consolidated list of nominated candidates (P. 31 Ch- V of RO Hand book) -

a. Immediately after 3 PM on the last date of nominations a complete list of all nomination papers, may be prepared.

b. The names of candidates may be arranged under 3 categories and such names shall be arranged alphabetically in each category according to script of the language as specified or first specified in the third column of S.O. No. 2/87 dt. 17.7.1987 (see annexure-xvii of RO hand book, 2008).

c. Form of the list is given at Para 31.1 of Ch. V of RO Hand Book.

d. The name of candidate to be mentioned once only.

e. Symbols chosen in the first nomination paper be indicated.

f. In the case of a candidate set up by a Recognised party the reserved symbol may be shown.

g. Even if more than one candidate has claimed to be set up by the same party, the names of all such candidates may be included in relevant category.

h. Complete address of each candidate must be shown.

i. Send one copy of the list on the same day to- (i) CEO (ii) Govt. Press-allotted (iii) Commission

5.13 Safe custody of nomination papers -

(i) Nomination papers along with connected papers shall be kept in safe custody of RO., till transmission to DEO's safe custody.

(ii) ARO should forward to RO for safe custody all the nomination papers received by him, if any, on daily basis.

5.14 Materials to be kept with RO -

(i) Up-dated list of reserve and free symbols and their Facsimiles.

(ii) Up-dated authenticated set of electoral rolls of the AC.

(iii) Statutory forms -

(iv) Other forms memos, circulars etc., which shall be given to candidates at the time of nominations - Illustrative list is as under: -

(a) Memo form regarding oath or affirmation.

(b) Memo form regarding proof of being an elector.

(c) Memo-form regarding provisions of maintenance of election expenses and its acknowledgement form.

(d) Memo of reminder to file an affidavit (Annexure 1 of Commission order dated 27.3.2003).

(e) Registers duly authenticated and numbered, regarding maintenance of election expenses (including form of affidavit)

(f) Sufficient copies of Commission's orders as compiled by the Election Department.

(v) Register to enter nomination papers.

(vi) Form of consolidated list of nominated candidates – as given in P. 31 of Ch.V of RO Hand Book.

(vii) RO's seal (brass and rubber both)

(viii) Cashier with cash receipt book to receive security deposits.

(ix) List of disqualified persons, u/s 8A, 9 and 10-A of RP Act, 1951.

5.15 Receiving Form-A and Form B (Para 13 and 13A of Election Symbol (R+A) order, 1968) -

(i) Form A and Form B delivered to RO shall be accepted only up to 3.00 PM on last date of nominations.

(ii) Forms signed in ink only, be accepted. Facsimile signatures or signatures by means of rubber stamp or forms transmitted by fax shall not be accepted.

5.16 Display of information submitted by the candidates regarding affidavits (Sec. 33-A of RP Act 1951, ECI No. 3/ER/2003/ JS-II dated 27.3.2003 and No. 3/ER/2003/ JS-II dated 07.08.2003; P. 26 of Ch. V of R.O. Hand book) -

(i) A copy of nomination paper, affidavit (form 26) & affidavit (Annex.–1) to be displayed at a conspicuous place at the office of RO. Copies to be given freely to electronic media/press, NGO and any other person.

(ii) Information to the contrary, by means of counter affidavits, shall also to be displayed.

(iii) A copy of each affidavit should be sent to DEO at the earliest, who will consolidate all such affidavits and make available their copy to any applicant on nominal payment of copying charges.

(iv) Information furnished by candidates on "Govt. Dues" in affidavit should be published by RO in a format in two local news papers within two days after the list of contesting candidates. (Para 26.3 of Ch. V of RO Hand book).

Part-6 Scrutiny of nomination papers

6.1 Scrutiny by RO himself (Sec.22 (2) of RP Act, 51 P. 1 Ch-VI of RO Hand Book) -

(i) Scrutiny of nomination papers has to be done by RO himself except when he is unavoidably prevented from performing the said function. In that case RO should record reasons and authorize ARO in writing.

6.2 Entry into place fixed for scrutiny (Sec. 36 (1) of RP Act, 51 P.-2 Ch. VI of RO Hand Book) -

(i) On the date and hours fixed for scrutiny, only following persons should be allowed-

(a) candidate himself

(b) his election agent

(c) one proposer for each candidate, and

(d) one another person duly authorised by candidate in writing.

(ii) Reasonable facilities for examining the nomination papers be given to the persons.

6.3 Scrutiny (Sec.33, 36 of RP Act and R.4 of CE Rules, 1961; Ch-VI of RO Hand Book) -

(i) Scrutiny is a quasi-judicial function.

(ii) All nomination papers are to be scrutinized.

(iii) Reason to be recorded in case of every objection and rejection.

(iv) Crucial date for qualifications and disqualification is the date fixed for scrutiny.

(v) Be liberal in overlooking minor technical or clerical errors.

(vi) No-rejection on the ground of any defect which is not of a substantial nature.

(vii) Where a recognised party has sponsored a candidate as main candidate and another one as substitute candidate, take nomination papers of main candidate

first in scrutiny. If the nomination paper of main candidate is found valid, the substitute candidate shall not be deemed to have been set up by that party.

(viii) Where a candidate had not made a declaration in his nomination paper that he had been set up by a political party, he shall not be deemed to have been set up by that party.

(ix) Inaccurate description, clerical, technical or printing error in the electoral roll or in the nomination paper shall be overlooked [Proviso of Sec. 33 (4)]

(x) Question of genuine caste certificate - (ECI's No. 4/3/2008/JS-II/Vol.III dt. 2.7.2008) - RO at the time of scrutiny should satisfy himself that candidate from a reserved constituency belongs to SC or ST. In case of doubt, the RO must insist on production of SC/ST certificate - Wherever certificate produced is also challenged, RO need not go into question, except where it is alleged that the certificate is forged. In case of any allegation/suspicion about the genuineness of the certificate, RO should get the position cross checked with the authority which issued the certificate.

6.4 Grounds for rejection (P. 10 of Ch-VI of RO Hand book & Sec.36 of RP Act, 51) -

(i) Reject nomination paper if the-
- (a) Candidate is not qualified, or
- (b) Candidate is clearly disqualified, or
- (c) Candidate has failed to comply with any provisions of Section 33, 33A and 34 of RP Act, 1951.
- (d) Signatures of candidate or proposer is not genuine.
- (e) Non furnishing of affidavit (Annexure-1 of ECI's Order 27.3.03 as revised)

(ii) For **Qualifications** see provisions of -
- (a) Article-84 of the Constitution,
- (b) Section 4 of RP Act, 1951,
- (c) Section 55 of RP Act, 1951,

(iii) For **Disqualifications,** see provisions of-
- (a) Article-102 of the Constitution.
- (b) Section 8, 8A, 9, 9A, 10, 10A, 11 of RP Act, 1951.
- (c) Section 16 of RP Act, 1950 read with section 36 (7) of RP Act, 1951.
- (d) The Parliament (Removal of Disqualifications) Act, 1959.

(iv) Record reasons for rejecting a nomination paper on the spot and supply certified copies of the order, free of cost, in case where all the nomination papers of candidate have been rejected. This may be done even in the absence of an application by the candidate.

6.5 Disqualification on **ground of conviction** for certain offences (Sec.8 of RP Act, 1951, ECI No. 509/5/2005 JS-I dt. 14.1.05 and dt. 20.1.2005) -

(i) A chart is given at the end of this Part.

(ii) In case of conviction for more than one offence in a common trial and with the sentences of **imprisonment to run consecutively**, for the purposes of Sec. 8(3), the period of sentence of imprisonment for each offence **should be added** and if the total length of time is two years or more, the convicted person shall be disqualified u/s 8(3) of RP Act, 1951.

(iii) The above interpretation on the provisions of Sec. 8(3) would be equally applicable to the provisions of Sec. 8(2) of Act of 1951.

(iv) Protection u/s 8(4) would be available to a sitting MP/MLA only for the membership of the house, and not for future election.

6.6 **Adjournment** of proceedings/hearing of objections (Sec .36 (5) of R.P Act, 1951 and P. 11 of Ch. VI of RO Hand Book) - only in the circumstances laid down in section 36(5) - Not beyond 11.00 AM of next day in particular case.

6.7 **List of validly nominated candidates** (Sec. 36 (8) of RP Act, 1951 and R.8, 22(3), 30(3) of CE Rules, 1961 and P. 12, 13 and 14 of Ch. VI of RO Hand Book) -

(i) List shall be prepared in Form 4 and affixed on notice board. Names shall be classified into three categories i.e.
(i) Candidates of Recognised National/State Political Parties in the State concerned
(ii) Candidates of registered unrecognized political parties.
(iii) Other (Independent) candidates.

(ii) Names to be arranged alphabetically in each category according to script of the language as specified or first specified in the third column of S.O. No. 2/87 dt. 17.7.1987 (see annexure-xvii of RO hand book, 2008) amended as per new

delimitation - Initials (viz - T.K., S.R.) prefixed to the name should be ignored for this purpose.

(iii) Only one entry for a candidate.

(iv) Corrections in the names of candidates - (P. 13 of Ch. VI of RO Hand Book) - Spelling of the name may be corrected on application either at the time of nomination or immediately after the scrutiny or at the time of allotment of symbols.

Send: - (i) Two copies along with English translation to CEO by E-mail and Fax.
(ii) One copy along with English translation to Commission.
(iii) One copy to Govt. Press allotted.

6.8 Substitute Candidates (Sec. 33 and 36 of RP Act, 1951; P. 10 of Ch.VI of RO Hand Book) -

(i) The nomination paper of substitute candidate will be rejected if the nomination paper of main candidate of party is accepted. However if such substitute candidate has also filed another nomination paper subscribed by ten proposers, then this nomination paper will be scrutinized independently by treating him as an independent candidate.

(ii) Where the nomination paper of the main approved candidate is rejected, the substitute candidate will be treated as main candidate of the party and his nomination paper will be scrutinized accordingly.

6.9 Candidates claiming to be set up by a recognised party - If a candidate filled a nomination with both Part-I and Part-II thereof filled, and he fails to bring form A and B, the nomination paper may be accepted, if Part-II is properly filled up and subscribed by ten proposers.

6.10 Mistakes noted in the past - Be careful; for details see chapter VI of RO hand book.

A CHART ON DISQUALIFICATION ON THE GROUND OF CONVICTIONS FOR OFFENCES

(Under Section 8 of RP Act 1951)

Section of act	Details of Offences	Fine and Period of imprisonment required of disqualification	Period for which a person shall be deemed to be disqualified
Sec.8(1)	**Offences Under Indian Penal Code** (a) Offence of promoting **enmity** between different group of religion, race, place or birth, language, etc.; (Sec.153A) Offence of **bribery**; (Sec.171E) Offence of **undue influence** or **personation** at an election; (171F) Offences relating to **rape** under Sec.376(1)&(2) ,376A,376B, 376C,376D Offences of **cruelty towards a woman** by husband or relative of a husband.(Sec. 498A) Offence of **making statement** creating or promoting enmity, hatred or ill will between classes or offence relation to such statement in any; place worship or religious ceremony. (Sec505) (b) The Protection of Civil Rights Act, 1955 which provides for punishment for the preaching and practice of untouchability, etc. (c) Offence of **Importing or exporting prohibited goods** (Under Section 11 of the Customs Act.) (d) Offence of being a member of an **association declared unlawful**, offence relating to dealing with funds of an unlawful association or offence relating to contravention of an order made in respect of a notified place of the Unlawful Activities (Prevention) Act, 1967 (e) The **Foreign Exchange** (Regulation) Act, 1973 (f) Narcotic Drugs and Psychotropic Substances Act, 1985 (g) Offences of **committing terrorist** act or offences of committing disruptive activities(TADA, 1987) (h) Offences of contravention of the provisions of the **Religious Institution** (Prevention or Misuse) Act, 1988 (i) Offence of promoting enmity between classes in connection with the elections, offences of removal of ballot papers from polling stations or offence of booth capturing or offence of fraudulently defacing or fraudulently destroying any nomination paper (Offences under R.P. Act, 1951) (j) Offence of conversion of a place of worship (Places of Worship	only Fine Imprisonment of any period	If only Fine- For a period of Six year from the date of such conviction From the date of such conviction and shall continue to be disqualified for a further period of six years since his release

	Special Provision Act, 1991) (k) Offence of insulting the Indian National Flag or the Constitution of India or offence of preventing singing of National Anthem (Prevention of Insults to National Honour Act, 1971). (l) The Commission of sati (Prevention) Act, 1988; or (m) The Prevention of Corruption Act, 1988 or (n) The Prevention of terrorism Act, 2002		
Sec.8(2)	A person convicted for the contravention of a Any law providing for the prevention of hoarding or profiteering; or b Any law relating to the adulteration of food or drugs; or c Any provisions of the Dowry Prohibition Act, 1961	Not less than six months imprisonment	From the date of conviction and shall continue for a further period of six years since his release.
Sec.8(3)	Any offence (Other than sub section 1 & 2 of Section 8	Not less than two years imprisonment	From the date of conviction and shall continue for a further period of six years since his release.

Part-7 Withdrawal of Candidature

7.1 Notice for withdrawal of candidature (Sec.37, of RP Act, 1951 and R. 9 of CE Rules, 1961 and P.-1 to 4 of Ch. VII of RO Hand book) -

(i) Candidate may withdraw his candidature by a notice in Form 5.
(ii) Form 5 duly signed by candidate shall be delivered by (i) candidate in person, or (ii) his proposer, or (iii) his election agent. The proposer or election agent must be authorised by the candidate in writing.
(iii) Candidature shall be withdrawn during normal office hours after the scrutiny is over and before 3:00 P.M. of the last date of withdrawal. No withdrawal on public holiday.
(iv) Notice of withdrawal shall be delivered either to RO or ARO at their offices (as specified in Form -1)
(v) RO must satisfy himself as to the genuineness of a notice of withdrawal and identity of the person delivering it.
(vi) A notice of valid withdrawal in Form - 6 shall be affixed on RO's notice board on every day.
(vii) Valid withdrawal not to be cancelled.
(viii) Receipt for withdrawal be given immediately.

7.2 Preparation of list of contesting candidates (Sec. 38 of RP Act, and R.10 of CE Rules, 1961 and Ch. VII of RO Hand Book) -

(i) Immediately after 3.00 PM on the last date of withdrawal and after allotment of symbols, list shall be drawn in Form 7-A.
(ii) List in Form - 7-A shall be prepared in languages as specified in S.O. No. 2/87 dt. 17.7.1987 and English, both. Names shall be classified into 3 categories – namely
    (a) Candidates of recognised National and State Political Parties.
    (b) Candidates of registered political parties (other than recognized National and State political parties).
    (c) Other candidates.
(iii) Names shall be arranged in the above order of categories.
(iv) Names in each category shall be arranged alphabetically in each category according to script of the language as specified or first specified in the third

column of S.O. No. 2/87 dt. 17.7.1987 (see annexure-xvii of RO hand book, 2008 amended as per delimitation) - Required particulars including address should be filled up correctly.

(v) Even in case of uncontested election, list in Form - 7-A shall be prepared.

(vi) Send immediately copies of the list (alongwith English translation) to the Govt. Press, CEO and ECI.

(vii) If symbol has been revised by order of ECI, the list shall be amended.

(viii) Names of candidate shall appear on ballot papers in same order as in Form 7A, however the headings of 3 categories shall not appear on the ballot papers.

7.3 Publication of list in Form 7A (Sec.38 of RP Act, 1951 and R.10, 11, 31(1)(b) of CE Rules, 1961 and Ch. VII of RO Hand Book) -

(i) It shall be affixed on the notice board even in uncontested election.

(ii) It shall be given to each contesting candidate or his election agent.

(iii) It shall be published by RO in Official Gazette of State through ECI.

(iv) It shall be displayed out side the PS through PrOs on pre – poll day.

(v) The ballot papers will be printed strictly as per 7A

7.4 Identity cards to contesting candidates (P. 8 of Ch. VII of RO Hand Book) -

(i) Two copies of identity cards with photograph in the form given in P.8 of Ch.VII of RO Hand Book - one copy to be retained in record.

(ii) Photograph to be pasted on the top right portion of ID cards dully attested by the RO with his seal.

7.5 Issue of list of polling stations (Para -11.2 Ch. II of RO Hand Book) - Three copies of list of PSs, free of cost, to each contesting candidate.

7.6 Intimation about legal provisions of corrupt practices and electoral offences (Para 9 of Ch. VII of RO Hand Book) - A notice to each contesting candidate should be given inviting attention towards penal provisions of corrupt practices and electoral offences - Model Form at Ann. XXI of RO Hand Book.

7.7 Appointment of Election Agent (Sec. 40, 41 and Sec. 45 of RP Act, 1951 and R.12 of CE Rules 1961) -

(i) Ministers, MPs and MLAs and others having security cover not to be allowed as election agent. (ECI's No. 576/10/JUD-II dated 26.8.96 and No.)
(ii) A person who is disqualified for being member of Parliament or Legislative Assembly or for voting at an election shall be disqualified for being an election agent.
(iii) Appointment in Form 8 (in duplicate) with photographs affixed on top-right - RO shall return one copy after affixing his seal and signature - ID card to the election agent will be provided by RO
(iv) Revocation in Form-9.
(v) ID Card to be provided.

7.8 Declaration of result of un-contested Election (Sec. 53(2) of RP Act, 1951 and R.11(1) of CE Rules 1961, Ch. IX of RO Hand Book) -

(i) After affixation of list (Form-7-A) on the notice board of RO, result of uncontested election shall be declared in Form 21.
(ii) Return of Election in Form 21-E with suitable amendments.
(iii) Copies to (i) Ministry of Law and Justice, GOI, New Delhi. (ii) ECI (iii) Secretary General, Lok Sabha (iv) CEO.
(iv) Date of declaration shall be the date on which the result is declared.
(v) Certificate of Election in Form-22 – Acknowledgement of such certificate, duly signed, may be obtained from returned candidate - Which shall be sent to Secretary General, Lok Sabha.

7.9 Safe deposit of papers relating to nomination etc (P. 7 of Ch. VII of RO Hand Book) -

(i) Papers/proceeding relating to nominations, scrutiny, and withdrawals should be put together in a cover, with description, and to be sealed with RO's seal.
(ii) After declaration of result, the sealed cover should be sent to safe custody of DEO.

Part-8 Allotment of Symbols

(R. 5 and 10 of CE Rules 1961 and Ch. VIII of RO Hand Book)

8.1 Approved symbols (R.5 and 10 of CE Rules, 1961; P. 17 of the Election Symbols (R&A) Order, 1968) -

a. Always refer to latest notification containing the names of National /State recognised political parties with symbols reserved thereto, names of registered but unrecognized political parties and list of free symbols approved for this State.

b. Symbols out of the approved list not to be allotted.

c. Read out latest amendments in the Election Symbols (R&A) Order, 1968.

d. Reserved symbol only to the candidate setup by that recognised party.

8.2 Choice of symbols (R.5 and 10 of CE Rules, 1961 and Symbol (R&A) Order, 1968 and Ch. VIII of RO Hand Book) -

(i) A candidate sponsored by National/State recognised party shall choose and shall be allotted only the reserved symbol for that party and no other symbol. Such candidate need not indicate three symbols in his nomination paper.

(ii) The candidate sponsored by unrecognized but registered party and independent candidate shall choose three symbols out of the list of free symbols specified for the State by the Commission

8.3 Which choice of symbol to be considered (R.5 and 10 of CE Rules, 1961.; Election Symbols (R&A) order, 1968 and Ch. VIII of RO Hand Book) -

(i) Only the choice of symbols made by a candidate (other than a candidate sponsored by a Recognised Party) in the nomination paper first delivered, shall be considered, even when nomination paper is rejected.

(ii) In the case of candidate set up by a National or State recognised party, the choice of party's symbols indicated by a candidate made in subsequent nomination papers may also be considered.

8.4 Allotment of symbols (R.5 & 10 of CE Rules, 1961 and Election Symbols (R&A) Order, 1968 and Para 4 of Ch. VIII of RO Hand Book) -

a. First pick up the candidates set up by National parties and allot reserved symbol. For this purpose fulfillment of conditions under Para 13 and 13A of order, 1968 is necessary.

b. If a State party recognised in other State, sets up a candidate in this State, the symbol reserved for that State party shall be allotted to a candidate set-up by it if a communication from ECI under Para 10 of Order, 1968, is received in relation to that constituency.

c. If an unrecognized party which was recognised not earlier than six years from the notification of election, sets up a candidate, under para 10A and a communication is received from ECI also, in relation to that AC. then such candidate may be allotted the symbol reserved earlier for that party.

d. If same free symbol is chosen by two candidates candidate of registered party gets preference - If one of the registered party candidates / independent candidate is sitting member (immediately preceding the election) then candidate gets preference.

e. Where a free symbol has been chosen by a candidate, that symbol shall be allotted to that candidate.

f. Where the same free symbol has been chosen by several candidates- then procedure laid down in Para 12 of order, 1968 shall be adopted.

8.5 Candidates set up by a political party (Para 13 of Symbol Order, 1968, Ch. VIII of RO Hand Book) -

(i) A candidate shall be deemed to be set up by a political party, if, and only if -
   (a) The candidate has made a declaration in any of his nomination paper.
   (b) Form B signed by authorised person must reach the RO not later than 3.00 PM of the last date of nomination.
   (c) Name and specimen signatures of such authorized person in Form A are communicated to the RO and CEO not later than 3.00 PM of last date of nominations - However reaching the RO is mendatory.
   (d) Forms A and B are signed in ink only - Fax not to be accepted.

8.6 Substitution of candidate by political party (Para 13A of Symbol Order, 1968) -

If a political party submits Form B in respect of more than one candidate and does not indicate that earlier notice has been rescinded, then Form 'B' in respect of the candidate **whose nomination paper was first delivered, shall be accepted** as candidate set up by that party.

8.7 Revision of Symbols (R. 10(5) of CE Rules, 1961) -

(i) RO's decision is final except where it is inconsistent with any direction issued by the ECI in which case the ECI may revise the allotment of symbols.

(ii) List in Form 7-A shall be amended accordingly, in case symbol is revised under the orders of ECI.

8.8 Supply of copy of electoral roll (R. 85D of CE Rules 1961 and Para 7 of Ch. VIII of RO Hand Book) **-**

(i) RO shall supply one copy of roll, free of cost to the candidate of every recognised political party

(ii) Such copy should be supplied within 3 days after withdrawal.

(iii) List of CSVs for the constituency should also be given along with roll.

Part-9 Postal-Ballot Papers

9.1 Printing arrangements (Ch. X of RO Hand Book) -

(i) Postal ballots should be printed at district level at private or govt. printing press.

(ii) Printing with due care and with fool proof security arrangements - Depute an ARO, for strict watch.

(iii) Planning and identification of such private presses should be made well in advance.

(iv) Ensure that proper slugs, numbering machines, etc. are available at the press.

9.2 Voters entitled to vote by post (Sec. 60 of RP Act., 1951; Sec.20 of RP Act, 1950; R. 17, 18(a) & 27B of CE Rules, 1961) -

(a) Service Voters (including their wives) - (except those who opted for proxy voting)

(b) Special Voters - (including their wives) who are holding declared offices. [List of such declared offices is given in footnote below at Sec. 20 of RP Act, 1950].

(c) Electors subjected to preventive detention.

(d) Electors on election duty - These include police persons, BLO, MOs, Drivers/Helpers etc. actually employed on requisitioned vehicles also.

(e) Notified voters.

(f) Booth Level Officer (BLO's)

9.3 Uniform common design of postal ballot papers (R. 22, 30 of CE Rules, 1961; Para 5.1 Ch.X of RO Hand Book) -

(i) Design of Postal Ballots for all categories shall be common.

9.4 Design of postal ballot papers (PB) (R.22 of CE Rules, 1961 and Para-4 of Ch. X of RO Hand Book)–

1. It shall have counterfoil attached to it at the top.

2. ECI's direction regarding design, form and language of postal ballot paper are given at Para 4, Ch. X of RO Hand Book.

3. In election to House of People PB shall be printed on **White** paper.

4. Width of PB shall be 3" and 4".

5. Single column - up to 9 candidates – In case of indivisible numbers of candidates, e.g. 11 candidates' first six candidates will be shown in first column and remaining 5 will be shown in second column, and space at the end of second column for 12th candidate will be completely shaded.

6. Names of candidates shall be arranged in the same order under 3 categories in which they appear in the list (Form 7A). Headings of categories should not appear in PBs.

7. Symbols will not be printed.

8. Party affiliation, if any, shall be printed along with the name of candidate.

9. Party affiliation will be shown for the candidates set up by all political parties (recognised and unrecognized both).

10. For independent candidates the word "Independent" will be printed both in official language of the state and English.

11. Sample of PB is given at Ann. XXIV of RO Handbook.

9.5 Language of postal ballot paper (R.22 of CE Rules 1961 and P. 4, CH. X of RO Hand Book)–

(i) Counter foil in English only.

(ii) Particulars of Candidates and party affiliation in official language of the State and English both.

(iii) Particulars in official language of the State will appear first over those in English.

(iv) Particulars of Constituency and election in ballot paper will appear in English only.

9.6 Printing of postal ballot papers (P. 2, 5 and 10 of Ch. X of RO Hand Book) –

(i) In the first phase, printing of postal ballots for service voters should be completed within 24 hours of withdrawals.

(ii) For other categories these should be printed in 2nd phase and within 72 hours of withdrawals.

(iii) To be stitched in bundles of 50 ballot papers.

(iv) Ensure that Serial number on postal ballot and on its counterfoil are identical.

9.7 Despatch to service voters (Para 2, 5, 6 & 8 of Chapter **X** of RO Hand Book and R.23 of CE Rules) –

a. In advance - "prepare addressed covers (Forms -13-B and 13-C)", complete Form 13-D (i.e. instructions) and keep Form 13-A (i.e. declaration) ready.

b. Enter the Part Number of roll and Sr. No. of the elector on the counterfoil.

c. Mark "PB" against the entry of elector in the marked copy of roll.

d. **Sr. No.** of postal ballots shall **not be mentioned in the marked copy** of roll.

e. Sr. No. of ballot to be written in ink correctly on the cover (Form 13-B) containing PB.

f. Fill up time and date in Part-II of Form 13D.

g. The covers in Form 13-B and 13-C for election to House of People will be in **Green** color.

h. Form 13-B & 13-C, Form 13-A and Form 13-D as prepared will be put inside a larger cover addressed to the service voter.

i. Proper postage stamps should be affixed on above larger cover.

j. Separate larger cover for each elector, even in the case of husband and wife.

k. Address/ particulars, on the covers must be clear and proper.

l. All larger covers addressed to service voters attached to each record office will be put inside one packet and the packet will be dispatched to record office by UPC.

m. District level dispatch - Nodal officer be appointed.

n. For service voters in foreign these shall be sent by ordinary airmail service.

o. Write "W" on the cover in 13C in the case of female voter.

p. Process of dispatch to be completed within 48 hours of withdrawals.

q. Voters, who have been issued PB, are not entitled to vote in person at a PS.

r. Service voters, who opted for proxy voting, not to be issued PB.

9.8 Sealing of counterfoils and marked copy of rolls (Para 5.4, Ch.X of RO Hand Book) –

(i) Counterfoils of postal ballots, issued, shall be sealed by RO in a packet.

(ii) Electoral roll relating to service voters, also to be sealed in separate packet.

(iii) Brief description of contents with date of reading to be mentioned on both these packets and these should be kept in safe custody of RO, which will be transmitted to DEO for safe custody after declaration of result.

9.9 Intimation by voters - as to vote by post (R.19 and 20(1) of CE Rules, 1961; Para 12 of Ch. X of RO Hand Book) –

a. By **special voter** in Form 12 at least 10 days before poll. (R.19)

b. By an elector on **election duty** in Form-12 & 12A along with duplicate copy of appointment letter (R. 20(1)).

9.10 Intimation by electors under preventive detention (R. 21 of CE Rules, 1961 and para 13 of Ch. X of RO Hand Book) –

(i) The Home department will communicate to RO within 15 days after the date of notification of the election- about the -

(a) names and addresses of all such voters in the AC;

(b) respective places where they are being so held.

(ii) Elector may also send intimation to RO specifying name, address, Part No. & Sr. No. in the roll and place of detention.

(iii) In either case, before sending PB, it is to be ensured that the name is entered in the roll and the person is held under preventive detention.

9.11 Issue of postal ballots to other categories (other than service voters) (R. 23 of CE Rules, 1961; Para 11 of Ch. X of RO Hand Book)–

(i) PBs shall be sent by registered post, to special voters, voters on election duty (on application in Form 12) and electors under preventive detention containing -
  (a) A declaration in Form - 13-A.
  (b) A cover in Form 13-B (containing postal ballot paper)
  (c) A cover addressed to the RO in Form 13-C (without postage stamp)
  (d) Instructions for the guidance of the elector in Form 13-D.

(ii) Above documents [at (a), (b), (c) and (d)] shall be placed inside a larger cover. This cover should be properly addressed and postage stamp shall be affixed.

(iii) PB can be delivered personally to a special voter or an elector on election duty-in place of sending by post.

(iv) Postal ballots be issued as expeditiously as possible.

(v) Write "W" on the cover in Form 13-C in case of female voter.

9.12 Issue of E.D.C. (R. 22 (2) of CE Rules 1961 and Para 12.6 of Ch. X of RO Hand Book) –

1. "Election duty certificate" in Form 12 B may be given to PrOs, POs and other public servant on election duty, and not to a polling agent.
2. "EDC" on application in Form 12 - A only.
3. "EDC" holders need not to be issued PB.
4. All persons on election duty to apply for PB rather than EDC.

9.13 Record of postal ballot papers and EDCs (R. 20 (2) and 23 of CE Rules, Para 14 and 17 Ch. X of RO Hand Book) –

(i) In the marked copy of roll "EDC" or "PB", shall be marked against the name of such elector.

(ii) The counterfoils should be sealed in a separate packet and kept in safe custody.

(iii) After marking "PB" or "EDC", in all cases, marked copy of electoral roll may be sealed and it will be supplied to the concerned PrO for the use at PS.

(iv) Serial number of PBs not to be mentioned in the marked copy of roll.

9.14 Register of postal ballot papers (P. 14 of Ch. X of RO Hand Book) –

(i) A Register of PB issued to persons drafted for election duty (format given at Annexure XXIV B of RO Hand Book) to be maintained and ensure procedure.

(ii) A separate register to keep a record of issue of PBs to all categories and PBs received back. (Para 14.4 of Ch. X of RO Hand book)

9.15 Supply of second set of ballot papers (R. 26 of CE Rules, 1961 and Para 18 of Ch. X of RO Hand Book) –

(i) Second postal papers along with connected papers, may be issued only if –
(a) it returned undelivered
(b) elector has inadvertently spoilt it or any connected paper in such a manner that it cannot be used.

(ii) RO shall cancel the spoilt ballot papers so returned, seal them in a packet and note the Sr. No. of PB.

9.16 Return of postal ballot papers (R .27 of CE Rules, 1961, Para 19, 20 and 22 of Ch. X of RO Hand Book) –

(i) Every day a designated officer should take all the contents of the box, make necessary entries in the Register, keep the register and the sealed covers of PBs under proper lock and key. Entries in the register should be countersigned by RO/ARO on each day.

(ii) PBs should be returned before commencement of counting. Such PBs shall be treated as received in time.

(iii) PBs received late, i.e. after commencement of counting of votes, not to be counted and must be rejected. Date and time of receipt to be noted on covers. Such entry should be made in register also. However such rejected PBs not to be included in Form 20 and 21-E.

(iv) Co-ordination with P&T Department regarding delivery of PBs.

(v) To facilitate speedy return of postal ballot papers a special box with secured locks, should be kept in the office of RO, so that voters who have received PBs may come and drop in that box their marked ballot papers.

9.17 Educating the persons on election duty about their right to vote and method during first training class (Para 12 of Ch. X of RO Hand book)

Part-10 Classified Service Voters (Vote By Proxy)

10.1 Classified Service voters (Sec. 60 of R.P. Act, 1951 r/w Sec.20(8)(a) and (b), of R.P. Act., 1950 and R. 27M and 27N of CE Rules 1961 and Para 16 of Ch. X of RO Hand Book) –

(i) Service voters belonging only to Armed Forces [Sec. 20(8)(a)] and members of force to which provisions of Army Act applies [Sec. 20(8)(b)], may opt to give his vote by proxy. Their wives and other categories of service voters are not entitled for such facility.

(ii) Such service voter may appoint any person as his proxy to give his vote on his behalf

(iii) Proxy should be an ordinarily resident in the constituency and of not less than 18 years of age and not disqualified u/s 16 of RP Act, 1950.

10.2 Appointment of Proxy by CSV (R.27N of CE Rules 1961 and P. 16 of Ch. X of RO Handbook)-

1. Appointment of proxy shall be made in Form 13F.
2. Appointment of proxy will be valid so long as the person making it continues to be a service voter or till the appointment is revoked or the proxy dies.
3. Revocation or appointment of substitute proxy may be made in Form 13G.

10.3 Intimation of name of proxy (R.27-O and 27-P of CE Rules 1961 and Para 16 of Ch. X of RO Handbook) –

1. Intimation in Form 13F must reach to RO not later than last date of nomination.
2. Intimation received late shall not be valid for current election, but shall be valid for future elections.
3. The RO shall mark 'CSV' against the name in the last part of roll.
4. When intimation of proxy received in time, PB shall not be issued.

10.4 List of Classified Service Voters (R. 27-P of CE Rules and Para 16 of CH. X of R.O. Hand Book)-

1. List of CSV's and their proxies with complete addresses shall be prepared in a prescribed format (Ann. XXV-C of R.O. Handbook)
2. Polling station wise sub-lists of all CSV's and their proxies shall also be prepared in a format (Annexure-XXV-D of RO Hand Book).

3. Such sub-lists shall be added at the end of the electoral roll of concerned PS and the part of electoral roll along with the sub-list will be marked copy of the electoral roll for that PS.

10.5 Recording of Votes by proxy (R. 27 Q, 49 G, 49H, 49J to 49 R of C.E. Rules, 1961) -

1. Proxy shall record the vote in person on the behalf and in the name of CSV at PS.
2. In addition to the vote by proxy, person may cast vote in his own name also if he is an elector.
3. Marking of indelible ink will be done on the left middle finger of proxy.

10.6 Updating the list of CSVs - after delimitation of constituencies -

Intimation by CSV given once in Form 13F is valid for future elections unless it is revoked, or proxy dies or service qualification seized - After delimitation of constituencies, AC belonging to some of CSVs might have been changed. In such cases Form 13F be transferred to the concerned RO for record and for updating the list of CSVs and marking in the last part of roll - Appropriate remarks should also be recorded in the existing list of CSVs by former RO.

Part-11 Ballot Papers For EVMs

11.1 Form and Language of ballot paper for EVM (Label) - (R. 49 B of CE Rules 1961 and Para 25 of Ch. X of RO Hand book; ECI No. 51/8/99/ PLN-II Dated 25.8.1999) -

1. Names of candidates in same language(s) in which the list in Form 7A has been prepared.
2. Name of Constituency in English.
3. Names of candidates to be arranged in same order as they appear in list of contesting candidates (Form 7A) under 3 categories. The headings of categories not to be printed in ballots.
4. Form and design of ballots as per directions given in P. 25 of Ch. X of RO Hand Book.
5. Sample ballot paper is shown in Annexure XXVI of RO Hand Book.

11.2 Printing of Ballot Papers (P.26, 28 and 29 of Ch. X of RO Hand Book) -

1. The detailed instructions will be sent by CEO
2. The list of contesting candidates (Form 7A) to be sent on same day to CEO and Govt. Press.
3. Transport and security arrangements to be ensured.
4. O.I.C. printing will leave at once for printing with the relevant documents.
5. Each bundle will have 20 ballot papers - Not to be stitched - Ballot papers will have consecutive serial numbers.
6. Exact alignment with BUs to be ensured - For this purpose a BU should be kept in the press.

11.3 Verification of ballot papers (Para 30 of Ch. X of RO Hand book) -

1. Ensure that names and symbols have been printed properly and correctly and in correct order.
2. Ensure that there is no discrepancy in the numbers of ballot papers dispatched by the press and received by RO

3. Defective ballots or with duplicate number, or missing number should be entered in register - Also to be published on notice board and intimation to candidates also.
4. Ballot papers should be kept in safe custody.

11.4 Safe custody of undistributed ballot papers (P. 31 Ch. X of RO Hand Book) -

1. After the issue of ballots, surplus undistributed ballot papers should be kept in safe custody
2. Such surplus ballot papers may also be used for fresh/adjourned poll.
3. After completion of the election surplus ballot papers should be disposed off in the manner prescribed in Ch. XVIII.

11.5 Ballot papers for record of ECI and CEO (P. 15 Ch. XVIII of RO Hand Book) -

Two undistributed ballot papers duly cancelled with words "Cancelled for the record in Election Commission" and one ballot paper duly cancelled with the words "Cancelled for the record of Chief Electoral Officer" written on the back of ballot paper under the signature of the RO should be sent to the CEO.

11.6 Assessment of requirement of ballot papers (P. 27 and 28 of the Ch. X of the RO Hand Book 1998) -

Requirement of ballot papers on the following basis -

(a) No. of EVMs to be used including the reserve EVMs
(b) 20 ballot papers per Polling Station for tendered ballot papers.
(c) In addition to point (i) & (ii) 10% of the above number may be printed extra for mutilation at the time of fixing the BPs in the B.U., defective BPs.

11.7 Tendered ballot papers (P. 27 of CH. X of R.O. Handbook) -

Tendered ballot papers shall be in same design and form as the ballot papers to be used in balloting unit of EVM. The words "Tendered ballot paper" shall be stamped on the back of ballot paper.

Part-12 General Arrangements For Poll

Deployment of Sector Officers and Tasks assigned to them (ECI's No.51/8/7/2008 - EMS dt. 15.7.2008 and No. 464/INST/2008- EPS dt. 24.10.2008) -

12.1 **Deployment -**

(i) Responsible for election management from the day of announcement of schedule of election till the completion of poll process - If required central Govt. officers can also be deployed.

(ii) Most responsible position; best officers to be identified – Deployment immediately after announcement of election schedule till the poll process - They shall be designated as Zonal Magistrates for the same area at least 7 days before poll day. They will be provided powers of Special Executive Magistrates also.

(iii) A manageable route covering 10-12 polling locations (1 to 2 hours) should be assigned.

(iv) Sectors to be constituted well in advance.

(v) The routes should be plotted on constituency map.

(vi) Immediately after the appointment he should have the sector map.

(vii) DEO/RO & Observers to frequently (weekly) have review meetings with SOs and monitor works allotted to and done by them

(viii) They should be provided with a vehicle in advance, not later than one week before the notification of election.

(ix) A Videographer can also be provided to monitor any breach of MCC.

12.2 **Sector Officers - Tasks**

12.2.1 Pre-poll responsibility - About polling location -

(i) To verify whether route plotted on map is feasible - Ascertaining the approach and accessibility.

(ii) Ascertain infrastructure at polling stations – water, shade, ramps, toilet, telephone etc., and physical status of building.

(iii) Collect phone no., ascertain mobile connectivity at PS;

(iv) Party Offices, whether they exist within 200 meters periphery of PS

(v) He shall keep an eye and report on movement of unauthorised campaign vehicles, defacement of property, unauthorised campaigning, misuse of public buildings/Govt. Vehicles/Govt servants and all possible violation of MCC.

12.2.2 Pre-poll responsibility - About the voters -

(i) EVM demonstration to the voters in catchments;
(ii) Give specific information about EPIC coverage programme.
(iii) Inform voters about help lines and locations of their PSs.
(iv) To inform voters to check their names and entries in PER through BLO

12.2.3 Pre-poll responsibility - About vulnerability mapping -

(i) **Frequent visits** for confidence building measures and fine tuning the vulnerability mapping;
(ii) Vulnerability Mapping (ECI No. 464/INST/2007 PLN I dtd 12.10.07)
(iii) Identification of villages, hamlets and segments of voters vulnerable for threat and intimidation
(iv) Identification of persons who make it vulnerable - It is not about numbers- it is about names - Information to be given in prescribed format to the RO/DEO without having to disclose the source.
(v) Accountability for ensuring free access of voters for voting.
(vi) Contact points within the vulnerable community with their telephone numbers
(vii) SO will act as Zonal Magistrate, therefore will accompany with police officer.
(viii) Since SO will act as Zonal Magistrate, he will prepare a Zonal Magistrate Plan with a sketch map for PSs, list of telephone Nos of PSs and election related officers, police stations, list of responsible persons, list of Anti Social elements etc.,.

12.2.4 Poll-eve responsibility

(i) Ensure that the polling teams and all material have reached their PSs
(ii) Ensure that force has arrived at PSs according to the plan.
(iii) Clarify any last minute doubt on EVM operation or the polling process, amongst the poll personnel

(iv) Give OK report to control room

12.2.5 Poll day responsibility

(i) To ascertain the mock poll status before commencement of poll - Remedial action to sort out problem, if any, on the part of PrO or the EVM.
(ii) Frequent visit and attention on the PS where the mock poll had to be conducted in the absence of agents.
(iii) Report commencement of polls.
(iv) To ensure that Forces deployed at PSs is in position
(v) Replacements of EVMs where required (SO to have spare EVMs);
(vi) Track and report the presence /absence of polling agents
(vii) To assist polling team inside polling station with procedures,
(viii) To maintain the purity of poll process and check all aspects of polling during their visits to PSs.
(ix) Mock poll certification be ensured - mock poll status be reported within 30 minutes to RO [ECI's No. 51/8/7/2008-EMS dt. 15.7.08]
(x) Check voting pattern – any segment/section conspicuous by its absence? Inform RO for remedial measures.
(xi) Handling of poll day complaints
(xii) Check the sealing of EVMs and preparation of papers by polling parties.
(xiii) Escort all EVMs with the polling team to receipt centre.
(xiv) Replacement of polling personnel from reserve parties
(xv) At the end of poll he will ensure that: -
    (a) PrO diary is filled up properly
    (b) EVMs are properly sealed.
    (c) Copies of 17C are given to polling agents
    (d) Register of 17A is properly filled up.

12.2.6 After poll, submit a report on polling to RO. **(Format enclosed)**

Sector Officer's Report Format

Name of Sector Officer: _____
No. & Name of AC _____
Route No. _____
No. of Candidates _____

PS No.	Central Force Deployed Y/N	Micro Observer deployed Y/N	Video camera deployed Y/N	Total voters	Whether Mock Poll done (Y/N)	No. of Polling Agents present	Party candidates not represented by polling agents	No. of votes polled at Ist visit (Mention time)	No. of votes polled at IInd visit (Mention time)	No. of votes polled at IIIrd visit (Mention time)	Whether poll continued after closure time? (Y/N)	No. of voters who have voted after 5PM by receiving token	Total No. of votes polled at close of poll	Total % of votes polled	Whether machines closed and sealed properly (Y/N)	Whether copy of 17C given to polling agents by PrO (Y/N)	Whether PrO diary, 17A, 17C checked and tallied? (Y/N)	Complaints received on poll day	Source of each comlaint, its nature and followup ation taken	Whether repoll recommended (Y/N)	Whether machine & statutory papers deposited in strong room (Y/N)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

12.3 Establishing Control Room –

It should be well informed and well equipped.

12.4 Meeting with constituency level Standing Committee (Para 5 of Ch. XI of RO Hand Book)

Representatives of political parties, contesting candidates and local police officers be associated - Briefing about arrangements, model code of conduct, cooperation for law and order etc., - Minutes to be drawn.

12.5 Observers (Sec. 20B of RP Act 1951; Para 12 of Ch. 1 of RO Hand Book) **-**

1. Due courtesies and facilities to be given
2. General Observer and Expenditure Observer

12.6 Duties of Observers -

1. To observe the preparedness for conducting elections
2. They will observe all aspects for a fair, free and peaceful election
3. They will inspect at random electoral rolls - Polling material and arrangements of polling booths also to be observed - Random checking of EVMs also.
4. Security arrangements and force deployment plan - Observers to be consulted.
5. Expenditure incurred by candidates to be inspected
6. Directions of ECI regarding model code of conduct - Compliance to be observed
7. Randomization of polling personnel, counting personnel in the presence of Observer.

12.7 Powers of Observers -

1. To stop counting of votes before declaration of results or direction to RO not to declare result

2. Place of stay, phone number and dates of visit are to be publicised

3. Polling personnel, counting personnel and Micro Observers are to be selected randomly in presence of Observer.

4. Preparation of EVMs for poll - Presence of Observer is must.

5. Dispatch arrangements, movement plan of prepared EVMs to dispersal centers, movement plan for polled EVMs to collection centers, Security arrangements at counting centers/strong rooms to be intimated to Observers.

12.8 Dummy ballot papers (Para 8 of Ch. XI of RO Hand book) -

(i) It should not resemble to genuine ballot paper in size and colour.

(ii) It should not contain the actual names and symbols of the other candidates.

12.9 Dummy balloting unit (Para 9 of Ch. XI of R.O Hand book) -

It may be made of wooden, plastic or plyboard boxes, half the size of official balloting unit and may be painted brown, yellow or grey.

12.10 Unofficial identity slips (Para 10 of Ch-XI of R.O Hand book) -

Political parties/candidates may issue identity slips containing

(a) Name and Sr. No. of elector in roll,

(b) Part No. of roll, and

(c) Sr. No. and Name of PS. - It should be on white paper and should not contain the name of the candidate or party and his symbol. No slogan/exhortation to vote for a party or candidate.

12.11 Restrictions on the Printing of pamphlets, posters etc., [ECI's No. 3/9(ES008)94-JS II/5196 dt. 2.9.94, No. 3/9/2004/JS II dt. 24.8.2004 & No. 3/9/2007/JS II dt. 16.10.2007 and section 127A of RP Act 1951] -

1. Ensure that printers and publishers are complying with the provisions of section 127A of R. P Act, 1951 and ECI's directions.

2. All the printing presses shall be informed within 3 days of announcement of election programme in writing by the District Magistrate to furnish information and printed material as required U/s 127A of RP Act 1951.

3. Surrogate advertisements in print media for/against a political party/candidate - Expenditure involved in such advertisement has to be added to account of election expenses u/s 77(1) - Sec. 171H of IPC prohibits expenditure without authority from the candidate.

4. In case of any violation of the provisions of Sec. 77(1) and 127A of RP Act, 1951, 171H of IPC and Commission's directions, strict action should be taken.

12.12 Polling rehearsals/training of EVMs (Para 7 of Ch. XI of RO Hand Book) -

(i) Polling staff be given intensive training. Polling rehearsals should be conducted - RO should be present in the polling rehearsals/ training classes.

(ii) Training should also be imparted to Police officers/personnel.

(iii) PrOs to prepare additional report in prescribed format **(enclosed)** at the end of this Part).

12.13 Timely submission of information/data -

Various types of daily information right from nominations, till result of election will be required by the Commission - Special care about the stipulated time.

12.14 Authority letters for entry into PSs and Counting places (R. 49-D, and 53 of CE Rules 1961, and ECI's orders) -

(i) Authority letters will be issued as per directions of the Commission only.

(ii) Authority letters issued u/r 49D and 53, only, will be valid.

(iii) Public servants on duty includes Micro Observers, Sector Officers, Officers for inside photography in specified PSs etc., - They should be given photo identity card by DEO to be displayed on their persons.

Presiding Officer's Additional Report Format

Format for Presiding Officer's Additional Report to be submitted to constituency observer/RO

Polling booth No.	CPF deployed Y/N	Micro Observer deployed Y/N	Video Camera deployed	Total Voters	No. of Votes polled	% of votes polled	Total No. of candidates	No. of candidates represented by polling agents	No. of voters who voted using documents other than EPIC	Whether Mock poll done in the presence of agent ? Y/N	Whether Mock Poll cleared? Y/N	Whether machines closed and sealed properly in the presence of agents	Whether 17C given to polling agents after obtaining their signature?	No. of voters who have voted after 5 PM by receiving the token at the end of polling hours	Whether any significant incident took place during the poll? Y/N
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Part-13 Measures to prevent booth capturing / Intimidation of voters

13.1 Identification of critical polling stations [ECI No. 464/INST/2008-EPS dt. 24.10.2008] Factors to be taken into account -

(i) PSs of high % of Non EPIC voters.
(ii) PSs of high % of missing voters without family links.
(iii) PSs having vulnerable pockets - SO's, Police's and candidate's "worry list".
(iv) PSs where polling was more than 75% and where more than 75% of votes have been polled in favour of one candidate in last election.
(v) Re-poll reported due to malpractices, and where electoral violence has taken place during last election.
(vi) Anti social elements and their areas of influence.
(vii) Observer will be consulted while finalizing the list of critical PS.
(viii) Categories of critical PSs - like S-1, S-2, S-3 and S-4. Weight-ages to be assigned to each category of criticality.

13.2 Critical Polling stations - Measures to be followed thereat [ECI No. 464/INST/2008 - EPS dt. 24.10.2008 and No. 447/2007/PLN-4 dt. 17.1.2007] -

(i.) One or all of the following measures: —
  (a) CPF to safe guard the PS.
  (b) PrOs be briefed to ensure that the EPIC / approved identification document are properly verified and reflected in the remarks col. of Form 17A
  (c) List of such PSs be given to Commanding / Assisting Commanding Officer of CPF to keep an eye on such PSs.
  (d) Digital/Video camera be positioned at identified PSs as directed by the ECI - Photography be carried inside the PS to capture photos of all electors in same sequence as in Form 17A and cover poll proceeding without compromising the secrecy of voting - Special care about the faces of all electors without EPIC or other ECI approved photo identity card.
  (e) Micro Observer to be deployed - with consultation / approval of Observer.
(ii.) Critical events in and around the PS should also be captured/photographed
(iii.) Digital cameras will be issued by DEO to the trained officers for such PSs - The officer shall submit a certificate (format enclosed) after the poll.
(iv.) Media persons not to be allowed to capture photograph inside the PS. [See also ECI No. PS/AK/2005 dt. 10.9.2005]

13.3 Prevention of Intimidation to the voters - Mapping of vulnerability [ECI No. 464/INST/2007 - PLN-I dt. 12.10.2007]

(i) For identification of the areas Sector officers, should do exercise by visiting the area soon after declaration of election - SHO and local administrative officers be consulted before the finalizing the list - [Candidates' "Worry List" also to be considered when candidates are finalized and observers have arrived].

(ii) Source of such threat / intimidation and names of persons who likely to spearhead such offence of undue influence be identified - Past incidence and current apprehensions.

(iii) Contact points within the habitats / community vulnerability, be identified - Mapping for entire constituency polling station wise in a format (enclosed)

(iv) Preventing measures by DEO and SP and confidence building measures for free and fair poll - Frequent visit at such locations.

(v) Regular feedback by district intelligence - DEO / RO shall interact with candidates / political parties.

(vi) Details of PS wise vulnerability mapping be given to Observer also on his arrival.

(vii) Action plan by DEO and SP to deal with potential threats and intimidation points - action under 107 / 116 / 151 CRPC, forcing trouble mongers' appearance in police station, placement of police pickets, visits by officers etc.,.

(viii) On the day of poll special attention be given - In case some section of voters is conspicuously absent special squad will be sent to ascertain that there is no hindrance.

(ix) At the end of poll SO to submit special report to RO that voters from vulnerable habitats were able to vote or not.

(x) Polling parties should also be briefed about the vulnerable centers - section in electoral part of the area be marked specially.

(xi) CPF shall be given a list of such vulnerable locations - CPF shall also make it a point to visit for confidence building measures.

(xii) If ordered by ECI, Observer will make a reading of the Form 17A and the marked copy of the electoral roll used at the PS.

13.4 Measures to reduce multiplicity of candidates (ECI No. 3/ER/94/J.S.II, dt. 27-4-94; No. 3/ER/ESO 11/94/ J.S.II dt. 7.9.94; and dt. 7.12.94) -

(i) Candidates may misuse certain facilities. Prevent such misuse.

(ii) If a candidate announces his retirement facilities such as personal security, permits for vehicles etc., be withdrawn.

(iii) If any vehicle authorised candidate/his agents is being used by any other candidate or for any other purpose, the vehicle shall be impounded till the polling.

(iv) Seating arrangement of polling agents at the PSs in following order of priorities -

(a) Candidates of National Recognised Political parties;

(b) Candidates of State Recognised Political Party.

(c) Candidates of recognised State parties of other States, permitted to use reserved symbols in the AC;

(d) Candidates of registered unrecognized parties;

(e) Independent candidates.

(v) Seats for counting agents at each counting table shall also be arranged in above priority.

(vi) Security personnel provided to a candidate cannot be allowed to be used by another candidate, In case of misuse, security will be withdrawn.

(vii) However, facilities which are available under law cannot be withdrawn in such cases appointment of election/polling/counting agent can not be withdrawn.

13.5 Appointment of a MP/MLA/Minister as an Election Agent or Counting Agent or Polling Agent (ECI No. 464/Inst./2007 PLN-I dt. 24.2.07 and No. 437/INST/2008-EPS dt. 14.10.2008) -

Minister/MLA/MP or any other persons having security cover shall not be allowed to function as election/polling agent or a counting agent of any candidate.

13.6 Feed back about "Dummy Candidates" and measures to be taken in this regard (ECI's No. 464/INST/2008/EPS dt. 7.1.2009) —

1. Actual use of vehicles permitted for campaigning be reviewed - Video recording and collecting evidence - Issuing notice.
2. Before giving permits of vehicles on poll day dummy factor should be considered.
3. Appointment of polling agents should be tracked.
4. Close watch on counting agents.
5. On misuse of permitted vehicle, action u/s 171H IPC to be taken.
6. On misuse of vehicle authorized for other candidate, notice be given to include the expenditure of the candidate, who misused the vehicle for his campaigning.

Part-14 Preparation/Commissioning of EVMs

(Ch. XII of R.O. Hand Book & ECI No. 51/8/2008-EMS (INST-1) dated 11.8.2008;
No. 51/8/16/4/2008-PLN-IV (EMS) dt. 28.8.2008)

14.1 All required EVMs must be prepared one week before poll.

14.2 Only checked machines and allotted by DEO in first randomization be used.

14.3 Prior intimation in writing to candidate/election agent at least one week before the date of such preparation.

14.4 Advance preparation of Register; address tags etc to save time.

14.5 Observer's presence is must.

14.6 Candidates / their representatives be explained about procedure - They may be allowed also to inspect the EVMs.

14.7 Step by step operation given in Ann. XXVIII-A of RO Hand book.

14.8 For preparation of EVMs, take BU first.

14.9 Ballot paper before it is fixed on BU, shall be signed on its back by RO (by hand or through rubber stamp)

14.10 Ensure proper alignment of ballot paper with panels of corresponding candidate in BU

14.11 Candidates / their agents be allowed to put their seals on address tags alongwith the seal of RO. - PS wise allotment list of CUs and BUs and list of reserve CUs and BUs be given to candidates / agents.

14.12 Don't use "secret seal" of ECI at this stage - RO shall use his own seal. Secret seal should be used only to seal EVMs and election papers after counting of votes.

14.13 Use new battery during RO sealing.

14.14 Random check and holding mock poll of prepared EVMs.

14.15 Please see Part 3 of this check list also.

14.16 Safe custody of prepared EVMs -

(a) Prepared EVMs to be used at PSs and kept as reserve be stored in safe custody under double lock - Strong room should be sealed with ROs seal and candidates/representative should be asked to put their seal.

(b) Log book should be maintained regarding opening/sealing etc.,.

(c) Opening of strong room - Prior intimation to candidates is must.

14.17 Maintenance of records of EVMs -

1. Register for full particulars of prepared EVMs to be maintained - It should show that which BU/CU was used at which PS.

2. EVMs used in training not to be used in poll - They must be stored separately.

14.18 Supply to PrOs -

(i) Separate register - Full particulars.

(ii) To be issued to PrO only - Signature be taken.

(iii) Particulars of BUs and CUs, allotted PS, be recorded.

(iv) Proper account when received back.

(v) Detailed instructions given in Ch. XII of R.O. Handbook and circulars of ECI.

Part-15 Model Code of Conduct

15.1 Provisions of the code - (As issued by ECI and as downloaded from ECI website www.eci.gov.in)

"Model code of conduct for guidance of political parties and candidates

I. General Conduct

(1) No party or candidate shall include in any activity which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic.

(2) Criticism of other political parties, when made, shall be confined to their policies and programme, past record and work. Parties and Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the leaders or workers of other parties. Criticism of other parties or their workers based on unverified allegations or distortion shall be avoided.

(3) There shall be no appeal to caste or communal feelings for securing votes. Mosques, Churches, Temples or other places of worship shall not be used as forum for election propaganda.

(4) All parties and candidates shall avoid scrupulously all activities which are "corrupt practices" and offences under the election law, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing within 100 meters of polling stations, holding public meetings during the period of 48 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.

(5) The right of every individual for peaceful and undisturbed home-life shall be respected, however much the political parties or candidates may resent his political opinions or activities. Organizing demonstrations or picketing before the houses of individuals by way of protesting against their opinions or activities shall not be resorted to under any circumstances.

(6) No political party or candidate shall permit its or his followers to make use of any individual's land, building, compound wall etc., without his permission for erecting flag-staffs, suspending banners, pasting notices, writing slogans etc.

(7) Political parties and candidates shall ensure that their supporters do not create obstructions in or break up meetings and processions organized by other parties. Workers or sympathizers of one political party shall not create disturbances at public meetings organized by another political party by putting questions orally or in writing or by distributing leaflets of their own party. Processions shall not be taken out by one party along places at which meetings are held by another party. Posters issued by one party shall not be removed by workers of another party.

II-Meetings

(1) The party or candidate shall inform the local police authorities of the venue and time any proposed meeting Well in time so as to enable the police to make necessary arrangements for controlling traffic and maintaining peace and order.

(2) A Party or candidate shall ascertain in advance if there is any restrictive or prohibitory order in force in the place proposed for the meeting if such orders exist, they shall be followed strictly. If any exemption is required from such orders, it shall be applied for and obtained well in time.

(3) If permission or license is to be obtained for the use of loudspeakers or any other facility in connection with any proposed meeting, the party or candidate shall apply to the authority concerned well in advance and obtain such permission or license.

(4) Organizers of a meeting shall invariably seek the assistance of the police on duty for dealing with persons disturbing a meeting or otherwise attempting to create disorder. Organizers themselves shall not take action against such persons.

III-Procession

(1) A Party or candidate organizing a procession shall decide before and the time and place of the starting of the procession, the route to be followed and the time and place at which the procession will terminate. There shall ordinary be on deviation from the programme.

(2) The organizers shall give advance intimation to the local police authorities of the programme so as to enable the letter to make necessary arrangement.

(3) The organizers shall ascertain if any restrictive orders are in force in the localities through which the procession has to pass, and shall comply with the restrictions unless exempted specially by the competent authority. Any traffic regulations or restrictions shall also be carefully adhered to.

(4) The organizers shall take steps in advance to arrange for passage of the procession so that there is no block or hindrance to traffic. If the procession is very long, it shall be organized in segments of suitable lengths, so that at convenient intervals, especially at points where the procession has to pass road junctions, the passage of held up traffic could be allowed by stages thus avoiding heavy traffic congestion.

(5) Processions shall be so regulated as to keep as much to the right of the road as possible and the direction and advice of the police on duty shall be strictly complied with.

(6) If two or more political parties or candidates propose to take processions over the same route or parts thereof at about the same time, the organizers shall establish contact well in advance and decide upon the measures to be taken to see that the processions do not

clash or cause hindrance to traffic. The assistance of the local police shall be availed of for arriving at a satisfactory arrangement. For this purpose the parties shall contact the police at the earliest opportunity.

(7) The political parties or candidates shall exercise control to the maximum extent possible in the matter of percussionists carrying articles which may be put to misuse by undesirable elements especially in moments of excitement.

(8) The carrying of effigies purporting to represent member of other political parties or their leaders, burning such effigies in public and such other forms demonstration shall not be countenanced by any political party or candidate.

IV-Polling Day

All Political parties and candidates shall –

(i) co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction.

(ii) supply to their authorized workers suitable badges or identity cards;

(iii) agree that the identity slip supplied by them to voters hall be on plain (white) paper and shall not contain any symbol, name of the candidate or the name of the party;

(iv) refrain from serving or distributing liquor on polling day and during the twenty- four hours preceding it;

(v) not allow unnecessary crowd to be collected near the camps set up by the political parties and candidates near the polling booths so as to avoid Confrontation and tension among workers and sympathizers of the parties and the candidate;

(vi) ensure that the candidate's camps shall be simple .The shall not display any posters, flags, symbols or any other propaganda material. No eatable shall be served or crowd allowed at the camps; and

(vii) co-operate with the authorities in complying with the restrictions to be imposed on the plying of vehicles on the polling day and obtain permits for them which should be displayed prominently on those vehicles.

V-Polling Booth

Excepting the voters, no one without a valid pass from the Election Commission shall enter the polling booths.

VI-Observers

The Election Commission is appointing Observers. If the candidates or their agents have any specific complaint or problem regarding the conduct of elections they may bring the same to the notice of the Observer.

VII-Party in Power

The party in power whether at the Centre or in the State or States concerned, shall ensure that no cause is given for any complaint that it has used its official position for the purposes of its election campaign and in particular -

(i) *(a) The Ministers shall not combine their official visit with electioneering work and shall not also make use of official machinery or personnel during the electioneering work;*
(b) Government transport including official air-crafts, vehicles, machinery and personnel shall not be used for furtherance of the interest of the party in power;

(ii) *Public places such as maidens etc., for holding election meetings, and use of helipads for air-flights in connection with elections shall not be monopolized by itself. Other parties and candidates shall be allowed the use of such places and facilities on the same terms and conditions on which they are used by the party in power;*

(iii) *Rest houses, dak bungalows or other Government accommodation shall not be monopolized by the party in power or its candidates and such accommodation shall be allowed to be used by other parties and candidates in a fair manner but no party or candidate shall use or be allowed to use such accommodation (including premises appertaining thereto) as a campaign office or for holding any public meeting for the purposes of election propaganda;*

(iv) *Issue of advertisement at the cost of public exchequer in the newspapers and other media and the misuse of official mass media during the election period for partisan coverage of political news and publicity regarding achievements with a view to furthering the prospects of the party in power shall be scrupulously avoided.*

(v) *Ministers and other authorities shall not sanction grants/payments out of discretionary funds from the time elections are announced by the Commission; and*

(vi) *From the time elections are announced by Commission, Ministers and other authorities shall not –*
(a) announce any financial grants in any form or promises thereof; or
(b) (except civil servants) lay foundation stones etc. of projects or schemes of any kind; or
(c) make any promise of construction of roads, provision of drinking water facilities etc.; or
(d) make any ad-hoc appointments in Government, Public Undertakings etc. which may have the effect of influencing the voters in favour of the party in power.

Note: *The Commission shall announce the date of any election which shall be a date ordinarily not more than three weeks prior to the date on which the notification is likely to be issued in respect of such elections.*

(vii) Ministers of Central or State Government shall not enter any polling station or place of counting except in their capacity as a candidate or voter or authorised agent."

15.2 Publicity of Provisions of Model Code of Conduct (MCC) -

(i) Provisions of MCC, Law relating to electoral offences and corrupt practices and ECI's directions may be explained in the meetings with political parties

(ii) R.O. to give copies of ECI's directions to candidates

(iii) Publicity through print media etc.

15.3 Be pro active - check misuse of -

(i) Official vehicles of Government/Public undertakings

(ii) Government Building

(iii) Government Officials.

15.4 Set up a daily monitoring arrangements for MCC violations for each AC and ensure daily reporting to CEO and the Observers in prescribed format - Teams comprising of police and civil officer and videographer for each AC - Remedial measures to be taken (ECI No. 464/G.J.-LA/2007 dt. 6.10.2007)

15.5 Video all major meetings, speeches; Video to be watched very evening and report given to the Observer (ECI instruction 447/2007-PLN IV dt. 17.01.2007)

15.6 Political Parties & **star campaigners;** names to come within 7 days of notification - their movements and expenses to be closely monitored - cases when it will be apportioned to candidate(s)

15.7 Helicopter landings to be monitored; parties to give information in advance.

15.8 DO's & DONT's - (ECI No. 464/INST./2007-PLN-I dt. 07-01-07)

(i) Announcements of new projects etc. concessions /financial grants, promises thereof, laying of foundation stones etc., are prohibited.

(ii) Commissioning of completed schemes without associating political functionaries and without ceremonies.

(iii) No fresh sanction of scheme- no fresh release of funds on welfares schemes.
(iv) No bar on release of payments for completed works if it is under norms.
(v) Relief to people - Prior approval of ECI be taken.
(vi) Ban on transfers of all Officers / Official connected with conduct of election.
(vii) No appointment / promotion without prior approval of ECI.

15.9 References to Politicians/Ministers on official website- (ECI No. 437/6/2007/Inst./ PLN III dt. 21-11-07)

(i) References to Ministers, politicians or Political Parties on Govt. official website, shall be taken off / purged off.

15.10 Restrictions on presence of political functionaries who is not voter, in the constituency, when campaign period is over [ECI No. 464/INST/2007/PLN-I dt. 8.1.2007 and 27.2.2007] –

(i) Office bearer of political party, who is in charge of the state, shall declare his place of stay in the State HQ and his movement shall remain confined normally between this party office and place of stay.
(ii) Premises like community halls etc., be checked to find out outsiders.
(iii) Check posts in the constituency border for vehicular movement.
(iv) Verify the identity of people/group of people - whether they are voters.

15.11 Regulation of plying of vehicles during campaign period [ECI's No. 437/6/96-PLN-III dt. 16.01.1996, No. 464/INST/2007 PLN-I dt. 9.2.07, No. 437/6/97 PLN-III dt. 18.3.97, No. 437/6/2007 PLN-III (Vol. III) dt. 16.3.2007; No. 437/6/2006 - PLN-III dt. 12-11-2007 and dt. 23.11.2007] -

(i) Strict action against vehicles plying in contravention of provisions of MV Act
(ii) Close watch on vehicles for any possible mischief or criminal activities carrying of illegal arms, illicit liquor, and anti-social elements - Such vehicles not to be release till elections – Penal actions under relevant law also be taken.
(iii) Vehicles for campaign purpose may ply only with prior approval of RO - Original permits bearing number of vehicle and name of candidate be displayed premonitory on wind screen of vehicles - Details to be given to Expenditure Observer

(iv) Vehicle not registered for campaigning if found being used for campaigning shall be deemed to be unauthorized campaigning for the candidate - Action for such activity be taken u/s 171H of IPC also.

(v) During filing of nominations upto 3 vehicles be allowed to come within the periphery of 100 meters of RO/ARO office - Expenditure will be included in account.

(vi) In case visits by party leader as covered U/S 77 (1) (a) the permits of vehicles for road journey be issued centrally by CEO in different color - expenditure to be proportionally distributed (ECI No. 437/6/2007Vol.IV/PLN-III dated 16-10-2007 and No. 437/6/INST/2008-CC&BE dt. 31.10.2008)

(vii) Convoys of more than 3 vehicles (excluding security vehicles in view of security gradation of PP) not to be allowed from the date of notification till completion of election - Bigger convoys be broken up keeping a minimum distance of 200 meters

(viii) Now there is no restriction on number of vehicles in a convoy on the road during the period of election campaign by "leaders" as covered u/s 77(1) [ECI's No. 437/6/ INST/2008-CC&BE dt. 31.10.2008]

(ix) Bicycle, Two wheelers or cycle rikshaw is also a vehicle u/s 160 of RP Act 1991.

(x) Only one flag/banner/poster/placard be allowed on one vehicle during procession.

15.12 Use of videography and digital camera during elections process - (ECI No. 447/2007/ PLN IV dt. 17.1.2007 and dt. 12.10.2007 and No. 4/2008/SDR dt. 15.12.2008)

(i) R.O to make arrangement of videography of critical events during election campaign day of poll, counting etc..

(ii) Video teams under supervision of Senior Officers - The private videographers to be properly sensitized and be easily identified.

(iii) Critical events only which are likely to vitiate the poll, to be video taped - Viz - Meetings, violent incidents, booth capturing, intimidation of voter, inducement/ bribery of voters, canvassing within 100 meters of PS, vulgar display of expenditure, cutout/hoardings, movement/activities of candidates with criminals records, critical PS, nominations/ scrutiny/withdrawal etc, preparation of EVMs, closure and opening of strong rooms, counting process etc.

(iv) Video films to be viewed by R.O. immediately - corrective actions by R.O - In cases of serious infringement copy of video tape accompanied by a brief note by R.O., be sent to ECI -

(v) Unedited videographic clippings/ cassettes/ CD's will be handed over to Observers on the same evening or latest by morning of next day - Certificate to be also furnished.

(vi) CDs of all critical events should be made available on reasonable cost to everyone whoever intends to obtain a copy of the same.

15.13 Video/digital photography of proceedings inside the PS (ECI's No. 447/2007/PLN-IV dt. 17.1.07) -

(i) In particular cases, as directed by ECI, photography of voters in identified area/AC/PSs.

(ii) Faces of all electors, should be in same sequence as in Form 17-A - Special care about faces of voters not having EPIC or ECI approved photo-I cards.

(iii) Critical events in and around the PS also to be captured - viz - mock poll and sealing of EVM, positioning of voting compartment, presence of polling agents, last voter in queue at the close of poll - visits of SO, etc.,.

(iv) Digital camera be issued by DEO to trained officers, - After poll such officer will give a certificate.

(v) Separate counter for depositing camera and the certificate.

(vi) Downloading of data be arranged - Video cassettes to be treated as part of election record.

(vii) Training be imparted to such officer also.

(viii) Video cassettes duly indexed will be kept in the custody of DEO as other election records.

(ix) Locking seals of cassettes will be kept intact.

(x) Inspection and certified copy of print of video cassette - as per direction of ECI and on payment fixed by ECI.

15.14 Prevention of defacement of property (ECI's No. 3/7/2008/JS II dt. 07.10.2008 and 10.11.2008) -

(i) Defacement of Public Places —

(a) No defacement in any form (wall writing, banners, posters, flags, hoardings etc.,) be permitted on Government premises.

(b) Writing of slogans displaying of posters etc, erecting cutouts, hoardings, banners, advertisement **only in any public place specifically identified** for such purposes be allowed strictly as per local laws - **Equal opportunity** to candidates/political parties.

(c) If specifically earmarked places are already let out to any agency, the DEO through municipal authorities should ensure equitable opportunity to candidates/political parties.

(ii) Defacement of Private Places —

(a) Not to be permitted on private places, if the local law do not permit even with consent of the owner.

(b) Where local law has express provisions permitting wall writings, posters, banners, hoarding etc on private premises the written permission of the owner is must - Photocopies of the same shall be submitted by the candidate with a statement in prescribed format, to the RO within 3 days - Expenditure to be accounted for. However, expenditure incurred on party campaign without indicating any candidate shall not be added to candidate's expenditure.

(c) In areas where there is no law on defacement of private property, temporary and easily removable campaign material like flags and banners would be permitted with written permission of the owner. Copy of the same is to be submitted to the RO.

(iii) Other issues —

(a) In case of violation of legal provisions relating to prevention of defacement of property penal action to be taken.

(b) Displaying of flags and stickers on private vehicles - If it aims to solicit vote for a candidate, then provision of S. 171-H IPC would be attracted.

(c) No poster/flag/campaign material be displayed on commercial vehicles, except in case of vehicles permitted for electioneering (Action u/s 171-H of IPC).

(d) External modification / fittings including loudspeakers, in contravention of M.V. Act, not to be allowed on vehicles.

(e) Educational institutions (including grounds) not to be used for campaigning/rallies.

15.15 Tours of Ministers (ECI's No. 437/6/96 PLN.III dt. 17.1.1996; No. 437/6/99 PLN-III dt. 15.7.1999; No. 464/INST/2007 - PLN-I dt. 7.1.2007 and No. 437/6/2007/ PLN-III dt. 23.11.2007)-

(i) Official visits and political activities/electioneering not to be combined.

(ii) Tours of Union Ministers - They may visit on purely official business after letter of certification by Secretary of department/ ministry - Govt. vehicles, accommodation and due courtesies be given for such official trip.

(iii) Tours of Ministers of State Government -

(iv) No Minister shall undertake an official visit.

(v) Election related officers not to be summoned by Minister.

(vi) Only exception is Minister in charge or CM in case of failure of law and order and occurrence of natural calamity

(vii) Minister entitled for official vehicles at HQ from their residence to offices for official work only and not for any political activity.

(viii) During electioneering visit, no pilot cars or car with beacon lights or car affixed with sirens be used, even if the minister has been granted security cover - Official staff of Minister not to accompany with minister during electioneering.

15.16 Accommodation in Government Guest Houses etc., (ECI No. 437/6/2006-PLN-III (Vol.II) dt. 1.4.2006) -

(i) Accommodations in the Guest Houses / Rest Rouses of Govt. or PSUs can be given to political functionaries who are provided security cover in Z scale or above, on equitable basis.

(ii) No political activities while staying in such guest houses etc.,.

15.17 Misuse of official vehicles (ECI No. 437/4/96-PLN-III dt. 15.1.96, No. 437/6/96-PLN-III dt. 9.4.1996, No. 437/6/97 PLN-III dt. 18.3.97 and No. 464/INST/2007 - PLN-I dt. 7.1.07 and No. 437/6/2008/CC&BE dt. 19.10.2008) -

(i) Total restrictions on the use of vehicles such as helicopters, aircraft (except PM), cars, jeeps, etc.

(ii) Use of official vehicles by Ministers, even on payment for electioneering purposes including by adopting the official work has been totally prohibited. The only exception will be the Prime Minister and other political personalities who require security of high order. In respect of persons covered by security, the use of State

owned one bullet proof vehicle will be permitted if security agencies have prescribed such use.

(iii) Official vehicle means vehicles belonging to Central Govt., State Govt., Public / Joint Sector under takings of Central or State Govt., Local bodies, PRIs and any other body in which any public funds are invested.

(iv) Functionaries of autonomies organisations may use the official vehicle only for commuting between office and residence and to attend any official meeting within Head Quarters itself (ECI No. 437/6/2008/CC&BE dt. 19.10.2008)

(v) Close watch by district administration.

(vi) Vehicles found being misused, may be confiscated forthwith.

15.18 Security covers to Ministers and political personalities (ECI No. 437/6/96- PLN-III dt. 9.4.96; No. 437/6/98 PLN-III dt. 18.8.99; No. 4/2001/JS II dt. 30.3.2001 and No. 437/6/2007 PLN-III dt. 24.10.2007) -

(i) Security covers as per threat perception assessed by Govt. agencies.

(ii) Absolute ban on the use of State owned aircraft or helicopters propelled at State cost or hired at State cost for any reason including security (except P.M.).

(iii) State owned one bulletproof vehicle be permitted where the security agencies have prescribed such use. Stand-by vehicle not to be permitted unless so specifically prescribed by security authorities.

(iv) Propulsion charges of bulletproof vehicle will be borne by the Government and not by the PP.

(v) Carcade will be strictly in accordance with security norms. Propulsion charges of such security vehicles and cost of man power will be met by State Govt.

(vi) Political functionaries of other states (other than Z+ and SPG protects for whom approved guidelines exist) will not be permitted with private security vehicles or security guards - They will be permitted to come with their PSOs as per X, Y and Z category entitlement. (ECI's No. 464/RJ-LA/2008 dt. 20.11.2008)

15.19 Conduct of Government Servants (ECI No. 62/84 dt. 6.11.84 and Sec 129, 134 and 134A of RP Act 1951 and Civil Services (Conduct) Rules) -

(i) No Government servant can take part in political activities - He can not act as election agent, polling agent, counting agent.

(ii) He should not be present in public meeting during election campaign. Exception - those officers engaged in law & order and security arrangements.

15.20 Liquor - Restrictions on Sale etc., (Sec. 135-C of RP Act 1951 & ECI No. 464/L&O/2007 PLN-I dt. 7.1.2007) -

(i) Liquor not to be sold, given or distributed on polling day and period of 48 hours ending with close of poll - Dry day shall be declared.

15.21 Use of loud speakers (ECI No. 3/8/2000/JS II dt. 26.12.2000 and No. 3/8/2005/JS-II dt. 26.9.2005) -

(i) Loudspeakers on vehicles or for meetings can be used between 6.00 Am and 10.00 PM only.
(ii) Permission is must for use of loudspeakers.
(iii) In the case of loudspeaker on vehicles, permit issued by Govt. authority, shall indicate registration Number / identification Number of vehicle.
(iv) Vehicles used without written permission is liable to be confiscated with all equipment.
(v) Expenditure to be accounted for.

15.22 Public meeting / processions -

(i) A register for permissions granted for meetings etc.,.
(ii) "First come first" principle be followed strictly.
(iii) Permission - Subject to local laws / prohibitory orders.
(iv) No public meeting / processing after campaign period is over.

15.23 Advertisement of political nature on Radio, TV Channel and cable networks (ECI No. 509/75/2004 JS-I (Vol. II) dt. 15.4.2004; 26.9.2007; 2.11.2007; dt. 08.11.2007 and dt. 21.11.2008) -

(i) Directions of Hon'ble Supreme Court are applicable at all times and not restricted only during the period of electioneering.
(ii) Advertisement of political nature are to be got certified by the Committee/Designated Officer at different level.
(iii) 'Advertisement' includes programme also which intends to use campaign material.

(iv) Application for such certification should contain all required details and in prescribed format and with two copies of proposed advertisement in electronic form along with transcript.
(v) Register of application and applications be serially numbered.
(vi) Certificate to be given in prescribed format.
(vii) Necessary equipments for previewing and scrutiny.
(viii) Returning Officers of parliamentary constituency have been declared as Designated Officer, who will deal with applications for certification of an advertisement on cable network or TV Channel by an individual contesting candidate.
(ix) Broad casting of commercial advertisement of political nature on Radio Channels (including private FM Channels) during the period MCC is in operation - Pre broad casting scrutiny and certification by the committee setup in the office of CEO - Above instructions of ECI shall apply to advertisements on Radio also (ECI's No. 509/75/2004/JS-I/Vol.II/RCC dt. 21.11.2008).

15.24 Temporary offices of candidates during electioneering (ECI No. 437/6/2007/INST/ PLN-III dt. 12.11.2007) -

(i) No such offices will be opened by way of encroachment or in campus of a religious place or contiguous to a educational institution / hospital or within 200 mtrs of PS.
(ii) Only one flag and one banner (4 × 8 ft.) allowed.

Part-16 Despatch Arrangements of Polling Parties

16.1 Displaying No. and Name of PSs

16.2 Checking attendance of polling parties + zonal magistrates.

16.3 Introducing all the members of a polling party.

16.4 Wherever required, replacement of absentee.

16.5 Ensuring that polling material has been received by all the parties.

16.6 Transport cell at dispersal centres

16.7 Counter system - AC wise

16.8 Third randomization of polling parties in the presence of Observer

16.9 ID cards for poll personnel

16.10 Last minute training - Separate counter

- (i) EVM briefing + Hands - on
- (ii) Non EVM briefing

16.11 Non CPF force, deployed at PS, to accompany the parties.

16.12 Facilities at dispersal centre -

- (i) Boarding of vehicles.
- (ii) Training space
- (iii) For checking of EVM + material by polling parties.
- (iv) Facilitation centre for postal ballots.
- (v) Strong rooms for EVMs and storage of other material.
- (vi) Distribution counter.
- (vii) Medical Aid.
- (viii) Basic amenities.

16.13 No canvassing during period of 48 hours ending with close of poll

16.14 Arrangement of advance TA/DA and outright charges etc., and medical kits.

16.15 POL arrangement

16.16 New formats, viz for MO, SO and PrO be given to the concerned.

16.17 Additional list of EPICs be included in despatch material.

16.18 Every polling material kit to be checked well in advance.

16.19 Basic amenities for polling personnel.

16.20 Fist Aid/other medical facilities should be arranged.

16.21 ASD list of voters also to be given to polling parties.

16.22 OK report of all polling parties reaching their PSs.

16.23 P/O shall be advised to compare the machine number inscribed on the metal label and the adhesive sticker and also verify the PS no indicated on the sticker compared with PS no mentioned in the address tag before accepting the EVM. Discrepancy if any shall be brought to the notice of the officer in charge of dispatch arrangement and be reconciled.

Part-17 Poll day arrangements

17.1 Control room arrangements.

(i) Additional staff / Equipments

(ii) Communication arrangements - To be in touch with CEO also - Mobile to be switched on all the time.

(iii) Complaint handling arrangements.

(iv) Arrangement for deploying reserve staff.

(v) Arrangement for EVM replacement.

17.2 Arrangement for **escorting of the poll EVMs and election material** - Observers to be intimated.

17.3 Regulation of plying of vehicles on poll day [ECI's No. 437/6/96-PLN-III dt. 16.01.1996 & dated 24.3.2007 and No. 437/6/2006 - PLN-III dt. 23.11.2007] -

(i) One vehicle for candidate, one vehicle for election agent and one vehicle for candidate's workers/party workers be allowed - not more that 5 persons including drivers be allowed. If candidate is absent from constituency no other person allowed to use the vehicle allotted to him - No other vehicle should be allowed to be used by any leader.

(ii) Permits be issued by DEO - Permits be displayed on wind screen of vehicles

(iii) Carrying of voters by these vehicles - Corrupt practice u/s 133 and penal action u/s 123(5) of RP Act, 1951.

(iv) Exceptions - Govt. Servant on duty, transportation of patient / old / infirm persons, voters in their own vehicle, public transport and other genuine bona-fide use other than election

(v) Private vehicles used by owners for themselves/ family members for going to polling booth to vote, not to be allowed within a radius of 200 meter of PS.

17.4 No canvassing within PS or any public or private place within a distance of 100 meters of a PS (S. 130) -

(i) Cellular phones, cordless phone etc., not to be allowed except officers on duty in the 100 meters of a PS. [ECI No. 464/INST/2007-PLN-1 dt. 12.1.2007]

(ii) Voter slips to be plain white slips without name of candidate/party markings/ symbol.
(iii) No posters or banners.
(iv) During polling PrO and other staff shall keep their mobile "switch off" in the PS. If required they can talk from outside the polling booth.
(v) Booth Level Officers to be stationed outside the polling booth and should keep with mobile phone switched on.

17.5 Prohibition of misuse of SMSs [ECI's No. 464/INST/2008-EPS dt. 05.11.2008] -
(i) Objectionable SMSs are to be traced and action to be taken by police.
(ii) Bulk transmission of SMSs as an alternative electioneering - cost involved to be noticed.
(iii) Prohibition on transmission after the campaign period is over.

17.6 Prohibition of **loudspeakers, mega phones** etc and **disorderly conduct** - within 100 mtrs of a PS (S. 131)
(i) Amplifying or reproducing the human voice by any apparatus not allowed.
(ii) In case of contravention such apparatus be seized.
(iii) Shouting or otherwise act in disorderly manner not allowed.
(iv) Penal action also to be taken.

17.7 Candidates' **election booths** (one table + two chairs) without shamiyana/tentage and with - one banner upto 3 ft.× 1.5 ft. beyond 200 mtrs of a PS allowed. If it have valid permission from local authority (ECI No. 464/INST/2007 PLN-I dt. 12.1.2007)

17.8 Going armed to / near a polling station (Sec. 134B and ECI No. 464/INST/2007 PLN-I dt. 24.2.2007) -
(i) Security personnel attached to any person not to be allowed - Except in case of person covered under Z+ security which is one security person in simple clothes and with concealed weapon.
(ii) Prohibition for Minister/MP/MLA to be an election agent etc., (ECI's No. 437/ INST/2008-EPS dt. 14.10.2008) -
(a) Minister/MP/MLA or persons to whom security cover granted not to be an Election Agent/ Polling Agent/Counting Agent.

(b) Any person having security cover will not be allowed to surrender his security cover to act as such agent.

17.9 Entry into polling station -

(i) Only persons entitled under rule 49-D be allowed -

(ii) Media person not to capture photograph of the balloting process in any manner that will be reveal the secrecy of ballot - Every one must have a valid pass properly displayed.

(iii) Where the CPF is deployed a Jawan will stand at entrance - Not inside the PS except called by PrO.

17.10 Before Commencement of Poll –

(i) PrO to demonstrate the EVM.

(ii) Marked copy of roll and Register of Voters also to be demonstrated before the polling agents present and their signatures be taken.

(iii) Mock poll by PrO - A prescribed certificate shall be given by PrO. (ECI No. 51/8/7/2008 - EMS dt. 15.7.2008 and No. 464/INST/2008-EPS dt. 18.12.2008).

(iv) Control unit to be sealed properly.

(v) RO through SO and using other links shall track the conduct or otherwise of mock poll and ascertain the mock poll status within 30 minutes.

(vi) Mock poll certificate

17.11 During Poll Process –

(i) PrO to regulate the voters, and maintain purity of election - To deal with tendered votes, challenged votes, etc., - Overall supervision on poll process.

(ii) Special attention where mock poll had to be conducted in the absence of agents [ECI's No. 464/INST/2008-EPS dt. 18.12.2008]

(iii) Identification of voters - through EPIC or alternate documents approved by ECI - Minor discrepancies can be overlooked.

(iv) PO- Ist - Marked copy - Responsible for identification.

(v) PO- 2nd - Indelible Ink - Register of voters - voter slips.

(vi) PO- 3rd - Control unit - He will sit near PrO - Same table for PrO + PO-3rd.

(vii) In case of new EVM, new EVM should be put to use only after conducting mock poll, clearing the data of mock poll and recording the certificate of mock poll [ECI's No. 576/3/2009/SDR dt. 6.1.2009]

17.12 Voter Assistance Booth -

(i) Separate officials for each premises having three or more PSs be appointed to facilitate voters to locate their particulars.

(ii) Roll in alphabetical order, in English, to locate quickly.

(iii) In case one or two PSs in a premises, this list (in addition to marked copies) be given to PrO for easy identification.

17.13 Facilities for the physically challenged electors {ECI's No. 509/110/2004-JS-I dt. 26.10.2007} -

(i) They should be given priority for entering PS without having to wait in queue.

(ii) Full facility be provided to take their wheel chairs inside the PS.

(iii) PrO should follow the provisions of Rule 49N - regarding companion of blind/infirm voter.

(iv) Wide publicity about the facilities to be given to such voters.

17.14 Supervisory visit - Sector officers - Candidates / Election Agents - Visit sheet at PS.

17.15 After close of poll -

(i) Tally 17A, 17C and EVM count

(ii) Proper sealing of EVM and election papers

(iii) Tally 17A, 17C and EVM count - PO diary to be completed

(iv) Additional report format to be handed over to SO

(v) Form 17C - Attested copies to be given to polling agents.

(vi) SO to ensure about arrangement.

17.16 Three comprehensive reports -

(i) First upto 1300 hrs., Second by 1900 hrs. and third by 0700 hrs. on next day. In Second & Third report, Male & Female voters breakup & percentage should be given.

17.17 Recommendation for fresh poll/completion of adjourned poll -

(i) Where necessary such recommendations should be in prescribed formats given in RO hand book.

17.18 Adjournment of poll after death of a candidate - [Sec 52 of RP ACT 51].

(i) RO on being satisfied about the fact should order such adjournment.

(ii) State party recognised in other state not to be treated as recognised political party within scope of section 52, even that party has been granted concession under para 10 of Symbol Order to use its symbol.

Part-18 Receipt Arrangements

References —

- Paras 51 to 53, 58 & 59 of Ch. XIII of RO hand book;
- ECI's No. 464/INST/2007 PLN-I dt. 12.10.2007;
- ECI's No. 464/INST/2008-EPS dt. 16.12.2008)

18.1 Final **storage at district** HQ only - Observers to verify arrangements

(i) Facilities -like lighting, proper barricading, control room, drinking water, toilets, refreshment, medical aid

(ii) Strong rooms/Store rooms - proper security

(iii) Telephone, Fax, Internet, Computer section, rooms for Observers, DEO, etc.,.

18.2 There should be **no crowding** - If required set up separate counters for specific numbers of PSs.

18.3 Receipt of documents and polling material - as per printed checklist - Receiving officer should sign it.

18.4 Counter system - AC wise

(i) For sealed CUs + Form 17C + PrO declaration

(ii) For other election papers - statutory + non statutory

(iii) For other items / articles

(iv) For PrO diary + Mock Poll certificate + 17C + SOs report + Addl. repot of PrO + Visit sheet.

(v) For depositing digital camera along with certificate in case of identified PSs

18.5 Separate special counter for election papers of PSs whereat polling percentage crossed the prescribed percentage, about which complaints had been received, in which significant events such as violent incidents, break down of EVMs reported, EVMs replacement had taken place etc. - Hoarding indicating such PSs at reception centre - PrO can be relieved only after obtaining the EVMs and document after proper verification and discussion with RO/Observer.

18.6 Check before receipt -

(i) PrO diary is properly filled up and visit sheet attached thereto.

(ii) EVM is sealed
(iii) 17C is given to Polling Agents
(iv) Additional report format by PrO given to SO
(v) All documents/material as per checklist is available.

18.7 Arrangements at reception centre - Lighting, drinking water, first aid and other medical facilities - Transport arrangements should be in place.

18.8 Strong Rooms -

(i) Two cordoned security for strong rooms.
(ii) Fire fighting requirements to be kept.
(iii) Candidates/Agent be permitted to affix there seals and they may keep a watch from a considerable distance.
(iv) Strong room of EVMs - AC wise - EVMs + one copy of 17C + PrO declaration
(v) Strong room for election papers - Sealing thereof - To be put up in steel trunks - AC wise
(vi) Separate room or demarked space for storing election paper of PSs whereat polling percentage crossed the certain level

18.9 Scrutiny of form 17A etc., (ECI No. 464/INST/2007 PLN-I dt. 12.10.2007) -

(i) For PS where a polling has crossed a specific %, the ECI may order to RO and Observer to scrutinize register of voters (17A) and other documents, like PrO diary, visits sheet, complains etc.
(ii) Scrutiny in presence of / under intimation to candidates - advance notice.
(iii) Procedure to be followed strictly
(iv) Cross check the entries of Form 17A, PrO diary, visit sheet, complaint register of control room, diaries of Magistrates, marked copy of roll, remarks column of 17A, Form 17C, photography if taken.

18.10 Arrangements in case of **re-poll - Adjourned poll -**

(i) Re-poll u/s 58 / 58A - Re-poll EVMs be put back in same strong room - old EVM to be prominently marked cancelled / not to be counted and should be preserved unopened and with seals intact. - Separate polling party for the re-poll.
(ii) Adjourned poll u/s 57 - Sealed packets containing marked copy of roll and the Register of Voters and new EVM will be provided to PrO. - PrO to open sealed packet in presence of polling agents present.

Part 19 Counting of Votes and Declaration of Results

(R. 50 to 54A, 55C, 56C, 57C and 60 to 66 of CE Rules, 1961 and Ch. XIV of RO Hand Book, ECI No. 470/2007 PLN-I dt. 11.1.2007 and 29.8.2007)

19.1 Programme of Counting –

(i) Date, time and place (Counting centre) shall be approved by the Commission -

(ii) While selecting the building, all relevant factors should be considered, viz security, space available, etc.,.

19.2 Requirements of furniture and other material –

(i) Requirements of furniture, stationery and other material, such as - counting trays, black-board, peagon holes, sealing material, steel trunks, forms etc., be assessed.

19.3 Arrangements for emergency lights -

(i) Foolproof effective alternative arrangements for lights should be made in and around the counting halls by providing standby generators, Petromax Lamps or emergency lights.

19.4 Giving Notice to candidates about time, date and place –

(i) After approval of time, date and place, RO shall give notice to each candidate or his election agent in form prescribed (Annex. XXXVIII of RO Hand book)

19.5 Arrangements at counting centre -

(i) Centralized at district HQ. May be more than one campus. Observers to verify the arrangements.

(ii) Counting centre and receipt centres should be same.

(iii) Strong rooms and counting centres to be within same campus - Earmarking of rooms AC segment wise

(iv) Maximum two halls for one AC - Upto 8 tables, including RO/ARO, in a hall with approval of ECI - Maximum 15 tables (including the table of RO).

(v) Large rooms can be divided into halls by temporary partitions - In such partition CGI sheets with rigid frame be used, so that any material can not be sliped through partition.

(vi) Normally only one AC in one hall.

(vii) There should be sufficient place for counting officials/agents, etc.,.

(viii) Each counting center will have a distinct No. and each hall within counting center have a distinct No.

(ix) Counting plan to be prepared - pre allotment of PSs.

(x) Drawings of counting centre be given to Observer.
(xi) Counting halls should be got ready at least 3 clear days before counting - A report in this regard to be sent by RO to CEO and by Observer to ECI - consolidated report by CEO also to ECI.
(xii) Photo I-Cards to counting officials/candidates/agents.
(xiii) Arrangement for food packets
(xiv) Drinking water, toilets
(xv) Unauthorized persons not to be allowed.
(xvi) Minister/MP/MLA or other persons having security cover not to be allowed as election agent/counting agent.

19.6 Security Arrangements –

(i) Proper barricading
(ii) Three tier cordoning system should be setup to prevent unauthorised entry inside the counting centres.
(iii) No counting agent without proper identity and having photograph duly displayed on its person shall be allowed to cross the first cordon.
(iv) Identity of candidates/agents and counting officials should also be thoroughly verified at the first cordon itself.
(v) Magistrate to be posted at entrance to control crowd and regulate the entry.
(vi) Proper frisking at 2nd cordon by state police personnel.
(vii) Barricades for each counting table.

19.7 Facilities at counting centres –

(i) Observers or group of Observers will be provided a separate room or cubicle with table/chairs, a telephone with STD and fax.
(ii) Telephone of Observers to be installed 15 days ahead of counting and to be made known to ECI.
(iii) Separate one or more telephone lines with STD and fax for RO/DEO to keep in touch with CEO and ECI.
(iv) Two internet connections and computers in a separate data room.

19.8 Media centres –

(i) Separate room of adequate size should be provided with telephone, fax, data communicate network etc.
(ii) PrO or ARO or other senior officer should be made OIC of the media centre.

(iii) Escorting of small media groups to visit counting halls from time to time - Officials to be deployed to assist the OIC, for such escorting.
(iv) Such visits should be of short duration only - Proper decorum to be maintained.
(v) Media room should be at some distance from counting hall - media passes will be issued 'counting centre wise' and not 'counting hall wise'.
(vi) Counting trends and result information be given at media centre in systematic manner and in good time.
(vii) Static camera or video not to be allowed inside counting hall or for this purpose a line be demarcated.

19.9 Counting Agents –

(i) Obtain the list of counting agents with their photographs from all the contesting candidates by 1700 hours on the day 3 days prior to counting. Photo I-cards of the counting agents should be issued then and there.
(ii) Allow in counting hall only such counting agents as there are counting tables and one more to watch at ROs.
(iii) Each counting agent may have a badge-bearing name of candidate and table No.

19.10 Appointment of Counting Assistants/Supervisors –

(i) A model form of letter of appointment is given at Ann. XL of RO Hand book.
(ii) Staff engaged for sealing etc may be appointed also as counting assistants.
(iii) Ensure that no counting staff has affiliation with any candidate or party.
(iv) Supervisor should be a Gazetted Officer or of equivalent status.
(v) One supervisor and one assistant at one table.

19.11 Randomization of counting officials -

(i) Counting supervisor/assistant must be selected randomly - They come to know of the AC and table assigned to them only at the time of arrival at the counting center on the day of counting.
(ii) Randomization to be done by Observer and DEO at 5 AM on counting day - 10% staff be kept as reserved - Videography of randomization process will be done.
(iii) After randomization AC wise posting list duly signed by DEO and Observer to be handed over to RO and control room by 6:00 AM
(iv) Counting officials will reach at 6:00 AM there after they will be assigned the AC and counting table.
(v) Replacement in exigency will also be done by DEO randomly from reserve staff after consulting Observer.

19.12 Additional counting staff -

(i) GOI/Central Govt. PSU official on each table as static observer

(ii) He will note down the CU No., Round No., PS No., and candidate wise result, in a pre-printed format - The format will be handed over to Observer

(iii) DEO to issue I-Card to such staff - They will also be selected randomly by Observer

19.13 Confirmation report-

(i) About arrangements be sent by DEO to ECI at 5.00 PM on previous day through CEO

19.14 Counting process –

(i) First start with postal ballots - Ensuring that counting of postal ballots is completed before counting of votes of EVMs.

(ii) A round wise statement to be prepared by RO in a format.

(iii) RO and Observer, both shall verify it.

(iv) Next round should only start after finishing previous round at all tables.

(v) Table wise round wise results be shown at notice board inside counting centre and to be announced through public address system.

(vi) Flow of data through GENESYS.

(vii) Round wise data to be faxed to CEO.

(viii) After counting, the fully reconciled data should be checked thoroughly before result is declared.

(ix) RO shall not declare the result without receiving the authorization in the prescribed format.

19.15 Random re-counting -

(i) Re-counting of two EVMs selected randomly by Observer from every round separately and additionally.

19.16 Entry into counting hall (R. 53) –

(i) Only the following persons can enter counting centres: -

(a) Counting Supervisors and Assistants and other staff appointed by RO

(b) Persons authorized by Commission.

(c) Public servants on election duty.

(d) Candidates, their election agents and counting agents.

(ii) Ministers/MPs/MLAs or other persons having security cover not to be allowed as Election Agent or counting agent, except as a candidate. [ECI No. 464/INST/2008-EPS dt. 14.10.2008]

19.17 Restrictions on use of cellular phones etc (ECI No. 464/INST/98 PLN-I dt. 14.2.98) **–**

(i) Cellular phones, cordless phones, wireless sets etc shall not be allowed within and around the counting centre or within the area cordoned off by the security forces to regulate the entry of persons to counting centre.

(ii) These instructions do not apply to the officers on election duty and security personnel.

19.18 Counting of votes received by post (R. 54A) **–**

(i) RO to first deal with the PBs.

(ii) Covers in Form 13C received after hour fixed for commencement not to be opened - They may be rejected and be kept separately and sealed.

(iii) PB received in time, be taken for counting.

(iv) In first phase - Covers in Form 13C be opened and Form 13A will be scrutinized.

(v) In 2nd phase covers in Form 13B should be opened and ballot paper will be scrutinized.

(vi) Result of PBs, received within prescribed time, to be shown in Form 20.

19.19 Declaration of result and return of election (Sec. 65, 66 and 67A of RP Act, 1951; R. 64 of CE Rules, 1961; Ch. XV of RO Hand book) **–**

(i) After completing final result sheet in Form 20 and receiving approval of the observer, declare the result.

(ii) Formal declaration of result shall be made in Form 21C.

(iii) Date of result is the date of result declared.

(iv) Return of election in Form 21E shall be completed and certified.

(v) One copy each of Forms 20, 21C and 21E will be given to Observer.

(vi) Copy of form 21E may be given to any candidate or his agent on payment @ 2/- per copy.

19.20 Re-sealing of EVMs and election record (Para 32 and 34 of Ch. XIV of RO Hand book, R. 93(1) of CE Rules 1961) **–**

(i) Immediately after counting is over, control units and packets of election papers specified under rule 93(1) shall be sealed with ROs seal and with the secret seal of the Commission.

(ii) Secret seal shall be put on packets only and not on any of the locks of the trunk.

19.21 Minutes to be drawn (Para 35 of Ch. XIV of RO Hand book) **–**

(i) After the sealing of the used control unit in boxes and election paper proceedings should be drawn up as prescribed.

19.22 Return of secret seal –

(i) After sealing is over, the secret seal should be put into a separate packet, which should also be sealed. Candidates may be allowed to put their seals on the packet.

(ii) It should be returned to ECI, within 24 hours of counting of votes, by registered insured post.

19.23 Safe custody of election papers (R. 92 & 57C of CE Rules 1961 and Para 33, 34 and 36 of CH. XIV of RO Hand book) **–**

(i) Follow the procedure as mentioned in Returning Officer Hand book.

(ii) Advance arrangement of steel boxes, locks, transportation, security, space in treasury should be ensured.

19.24 Certificate of election (Sec.53 of RP Act 1951 and R. 66 of CE Rules 1961) **–**

(i) Soon after declaration of result, candidate shall be granted a certificate of election in Form 22. Certificate should be in English or official language of State/UT.

(ii) Receipt of such certificate shall be obtained from candidate in the format given in para 9 of Ch. XV of RO Hand book. Signature of candidate on the acknowledgement shall be duly attested by the RO.

19.25 Reports of election (Para 7 of Ch. XV of RO Hand book) **–**

(i) Intimation of the result of election shall be sent by an immediate Fax/quickest means of transmission to the authorities - as mentioned in para 7 of Ch. XV of RO Hand book.

(ii) **Copies of documents relating to result etc be sent** (Para 5, 6 & 9 of Ch. XV of RO Hand book and Sec. 67 of RP Act, 1951 and R. 64, 66 of CE Rules, 1961) –

(iii) Documents duly signed with seal of RO are to be sent immediately to -

1. Election Commission of India, New Delhi, through CEO
   (a) Form - 20
   (b) Form - 21C
   (c) Form - 21E
2. Chief Electoral Officer
   (a) Form - 20
   (b) Form - 21C
   (c) Form - 21E
3. Ministry of Law and Justice, GOI, New Delhi
   (a) Form - 21C
4. Secretary General, House of People, New Delhi.
   (a) Form - 21C
   (b) Acknowledgement of Certificate of Election.

Part-20 Election expenses by candidates

References —

- Sec. 77, 78 of RP Act 1951, R. 86, 87, 88, 89 and 90 of conduct of election Rules 1961, Ch. XVII of RO Hand book
- ECI's No. 76/2003/JS-II dt. 24.10.2003;
- ECI's No. 76/2004/JS II dt. 10.4.2004;
- ECI's No. 76/2004/JS-II dt. 6.8.2004;
- ECI's No. 576/3/2005/JS-II dt. 29.12.2005;
- ECI's No. 76/2007/JS II dt. 10.2.2007; dt. 29.3.2007; 4.4.2007 and 4.4.2007
- ECI's No. 437/6/2007/Vol.IV - PLN-III dt. 16.10.2007;
- ECI's No. 437/6/1/2008-CC&BE dt. 24.10.2008
- ECI's No. 437/6/INST/2008 - CC & BE dt. 31.10.2008

20.1 Day to day details of expenditure incurred from date of nomination till the result to be maintained by contesting candidate / Election Agent in the register in the standard proforma.

20.2 Copy of the order dt. 24.10.2003 is to be furnished to each candidate at the time of nomination, alongwith the register, model proforma of abstract, statement form of affidavit and a letter.

20.3 The register shall be serially numbered and authenticated by DEO and be given to candidate / Election Agent by the RO at the time of nomination.

20.4 The register shall be lodged by each contesting candidate accompanied by prescribed Abstract Statement and Affidavit

20.5 Account shall be lodged with DEO within 30 days from the date of declaration of result.

20.6 All vouchers shall be lodged along with the account (R. 56 of CE Rules 1961).

20.7 All vouchers should be signed by the candidate / Election Agent.

20.8 Maximum limit of expenses for a candidate be ascertained. See the table appended to the Conduct of Election Rules, 1961.

20.9 Register of day to day account of expenditure with vouchers/document shall be made available for inspection to the DEO / RO / Expenditure Observer or designated officers.

20.10 While maintaining the register, the candidate should also account for expenditure incurred prior to the date of nomination for preparation of campaign materials etc., which are actually used during the post nomination period.

20.11 Accounts shall be submitted by candidate / Election Agent for inspection thrice at least during election process - RO shall prepare a schedule of inspection for the candidate and advance intimation to be given.

20.12 Designated officers appointed by DEO and their locations should be made known to candidates.

20.13 Any person is entitle to inspect such account and to obtain attested copies

20.14 All expenses (except on visit of "leader" covered under Exp. 2 of Sec. 77) incurred by the candidate, political party(ies), association/ bodies/ individuals/ supporters shall be included.

20.15 Proportionate expenditure between candidates where expenses incurred in a public meeting by political party/star campaigners (except travel expenses) such as expenses of constructions of rostrums/barricades, advertisements etc.,.

20.16 Where the expenditure is incurred by the party for the benefit of a given group of candidates, the expenditure is to be apportioned equally among the candidates.

20.17 Expenditure on general party propaganda seeking support for the party and its candidate in general, but without any reference to any particular candidate or any particular class/group of candidates, shall be treated as expenditure of the party on general party propaganda - Not to be accounted for by the candidates.

20.18 Travel expenses on party leaders, other than those who are covered under section 77(1) Exp. 1, cl. (a), should be accounted for - Travel expenses of party leaders who's names not communicated to ECI and CEO within 7 days from the notification of election or who's names not included in the list of party leaders as per section 77(1) Exp. 2, shall also be accounted for.

20.19 A person who is not a member of the party cannot be nominated as "leader" of the party for the purposes of Sec. 77(1).

20.20 The permits for vehicles to be used by star campaigners (leaders) shall be issued centrally by CEO - Permits will be in different color and in the name of person.

20.21 If the vehicle of leader is also occupied by any other person then 50% expenditure shall be booked in the expenditure of candidate.

20.22 A candidate who has been declared as "leader" for the purpose of Sec. 77(1) **cannot be considered to be a "leader" in his own constituency -** In his own

constituency, he is a candidate first - Hence, travel expenses incurred by him within his constituency would be accounted for.

20.23 All vehicles being used by a candidate for electioneering are required to be lodged with the DEO - Any vehicle that has not been registered for campaigning if found being used for campaigning shall be deemed to be unauthorised campaigning and penal action u/s 171-H IPC be taken.

20.24 Notice by DEO be affixed on his notice board within two days from lodging of account.

20.25 Report by DEO to ECI within 7 days after expiry of prescribed period for lodging of accounts - Accounts which are in the required manner and lodged within prescribed period need not to be sent to ECI, unless asked for.

20.26 Substituting a name from the list (u/s 77(1)) is permitted only where the person dies or ceases to be a member of the political party.

20.27 Where aircraft/helicopter for electioneering is used, prior information indicating name of company etc., should be given to CEO - Within 3 days of its use full details regarding area covered number of sorties involved and manifest of passengers alongwith the hire charges should be furnished to CEO.

Part-21 Safe custody of election records / EVMs after result

(R. 92, 93 and 94 of CE Rules 1961 and Ch. XVIII of RO Handbook)

21.1 Under double lock - one key with DEO and one with TO

21.2 Inspection/Attested copies of records which are not prohibited

21.3 Disposal of record - After expiry of prescribed period

21.4 EVMs also to be cleared after expiry of prescribed period and be kept in DEO's Godown / Store at safe place and as per prescribed norms.

21.5 Where election petition is pending election record not to be disposed off and EVMs not to be cleared and to be kept in tact.

Part-22 Miscellaneous

(Ch. XVIII of RO Handbook)

22.1 Disposal of deposits made by candidates (Sec. 158) -

(i) The deposit can be refunded only to the person in whose it was made in the treasury or his legal representatives if he is dead.

(ii) The deposit shall be refunded if the conditions laid down u/s 158 of RP Act, 1951 are fulfilled.

(iii) Form of applications for return is given in RO Hand book.

22.2 ROs report (Para 3 Ch. XVIII of RO Hand book) **-**

(i) Two copies of report in Form shown at Annexure XL IV of RO Handbook should be sent to Commission through CEO one copy for CEO also.

(ii) Ensure in advance that required information from Presiding Officers is available and mentioned in P.O. diaries.

22.3 Index Card (Para 4 Ch. XVIII of RO Hand book) **-**

(i) Send it through CEO to the Commission within 15 days of poll.

(ii) To fill up the Index Card instructions given in the card should be carefully followed (Ann. – XLV) of RO Hand book)

22.4 Disposal of surplus and waste ballot papers -

(i) Directions of Commission given at Para 13 of Ch. XVIII of RO Hand book shall be followed strictly.

(ii) Superintendent Government Press and Collector / District Magistrate of the district, wherein Govt. Press is situated, shall send a report within a week to the CEO certifying that all surplus and waste ballot papers printed have been destroyed in the prescribed manner. Such consolidated report with certificate shall be submitted onwards to the Commission by the CEO.